

# 2011-12

## 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, 2011 to June 30, 2012)*

### 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	MANDI
	State	HIMACHAL PRADESH
	Pin Code	175011
	Institution e-mail address	gckarsog-hp@nic.in
	Contact Nos.	+91 1907 222116
	Name of the Head of the Institution:	Dr. Saroj Chauhan Jaswal
	Tel. No. with STD Code:	+91 1907 222116
	Mobile:	--
	Name of the IQAC Co-ordinator:	Dr. Anil Thakur
	Mobile:	+91 9418132392
	IQAC e-mail address:	<a href="mailto:karsoggc@gmail.com">karsoggc@gmail.com</a>
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 <sup>st</sup> 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.	--	--

- 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="5"/>	Faculty	<input type="text" value="8"/>
Non-Teaching Staff /Students	<input type="text" value="2"/>	Alumni	<input type="text" value="1"/>
		Others	<input type="text" value="-"/>

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.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Formulation of plan of action and ensuring the execution thereof
- Upgrading of college library by subscription to e-journals
- Inspiring students to engage in community services
- Sensitizing students about ecological and environmental issues
- Arranging seminars, conferences and invited talks
- Empowering women staff and students with life skills

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 conduct workshop on ancient temples of Karsog valley	The workshop was successfully conducted on 24-25, December, 2011.
To focus on extra- curricular activities for the students for their rounded growth	Four students were selected and participated in Republic Day Parade held at New Delhi. Three students participated in National Camps of NSS Students got positions in Inter College Youth Festivals. Three students got selected for Inter University Championships. Our students won first prize at State Level One- Act Play Competition.

To promote participation of faculty in faculty development programmes and to promote research	One paper by faculty (Chemistry) got published in an international journal. Eight faculty members participated in conferences/seminars and they also presented their papers.
To strengthen Library and laboratory facility	New books and equipment worth Rs. 3.5 lakh were purchased.
To start PG classes	NoC from Government and University for PG in English obtained

\* 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 pertaining to academic/co-curricular/extra-curricular activities, as in 2.15 above were discussed and finalised in the Staff Meetings. Various committees/ working groups were constituted for the effective implementation of the same.
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## 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				
UG	03	Nil	Nil	Nil
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	03	Nil	Nil	Nil

  

Interdisciplinary	01 (EVS)	Nil	Nil	Nil
Innovative				

- 1.2 (i) Flexibility of the Curriculum: Elective option  
(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	03

- 1.3 Feedback from stakeholders\* (on all aspects) Alumni ☐ Parents ☒ Employers ☒ Students ☒

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.

No

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

- 2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	22	2	--	--

- 2.2 No. of permanent faculty with Ph.D.

05

- 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
0	03	0	0	0	0	0	0	0	0

- 2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest	Visiting	Temporary
Nil	Nil	03

- 2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	--	12
Presented papers	03	05	--
Resource Persons	--	--	--

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

1)	College launched its website on 19 <sup>th</sup> April, 2011 and all notices and information is being displayed on website for information and welfare of students.
2)	One-Month Theatre Workshop in collaboration with Department of Language & Culture, Shimla was conducted in the college in which students were trained in acting and related activities.
3)	The faculty members were encouraged to participate in Refresher Courses, Seminars, etc. for faculty improvement.

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

108

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

NA

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
01	--	--

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme- wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA I	504	0.44	12	13	46	71.68
BA II	398	-	20	23	52	94.87
BA III	241	-	36	37	21	95.22
<b>BA Total</b>	<b>1143</b>	<b>0.17</b>	<b>19.94</b>	<b>21.6</b>	<b>42.78</b>	<b>84.69</b>
B.Sc. I	123	1	6	14	16	38.89
B.Sc. II	39	-	27	48	08	76.92
B.Sc. III	22	-	22	36	42	100
<b>B.Sc. Total</b>	<b>184</b>	<b>0.54</b>	<b>16</b>	<b>23.91</b>	<b>17.39</b>	<b>54.34</b>
B.Com. I	123	-	6	1	48	57.35
B.Com. II	43	-	11	25	48	85.71
B.Com. III	19	-	16	84	-	95.45
<b>B.Com. Total</b>	<b>185</b>	<b>-</b>	<b>8.10</b>	<b>21.08</b>	<b>43.47</b>	<b>68.10</b>



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

Feedback from Students is used to evaluate teaching learning process

2.13 Initiatives undertaken towards faculty development

Faculty is motivated to attend various faculty development programmes. A special leave of 14 days is allowed to faculty for attending different faculty development programmes.

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	---
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation Programmes	03
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	08
Others	Three teachers awarded Ph.D.

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	03	01	---	---
Technical Staff	06	---	---	---

## Criterion – III

### 3. Research, Consultancy and Extension

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

- |  |
|--|
| 1. 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. |
| 2. 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	---	---	---	---
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	01	---	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	02	10	03

#### 3.5 Details on Impact factor of publications:

Range	1.64	Average	1.64	h-index	---	Nos. of SCOPUS	---
-------	------	---------	------	---------	-----	----------------	-----

#### 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	---	---	---	---
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	---	---	01	---	---
Sponsoring agencies	---	---	Thakur Jagdev Chand Smriti Shodh Sansthan Smiti, Neri, Hamirpur	---	---

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

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Distt.	College
<b>01</b>		<b>01*</b>				
Dr. B.C. Chauhan was conferred with “Bharat Shiksha Ratan Award” by Global Society for Health and Educational Growth on 27 <sup>th</sup> February, 2012.						

- 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  State level   
National level  International level
- 3.22 No. of students Participated in NCC events  
University level  State level   
National level  International level
- 3.23 No. of Awards won in NSS:  
University level  State level   
National level  International level
- 3.24 No. of Awards won in NCC:  
University level  State level   
National level  International level
- 3.25 No. of Extension activities organized  
University Forum  College Forum   
NCC  NSS  Any Other
- 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility
- Cleanliness of Mamleshwar Mahadev Temple and Annapoorna Temple Mammel by NSS Volunteers

- Plantation Drive by NSS Unit in campus and nearby forest.
- Adoption of Village Bag Shalana (Doghari) by NSS Unit.
- Financial help to a poor lady (Ms. Dassi Devi of Village Dogari) by the NSS Unit.

## 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	Nil	-----	14
Laboratories	07	Nil	-----	07
Seminar Halls	01	Nil	-----	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-----	-----	-----	-----
Value of the equipment purchased during the year (Rs. in Lakhs)	-----	-----	-----	-----
Others	-----	-----	-----	-----

#### 4.2 Computerization of administration and library

The college office is fully computerised. The fee management software is used to keep record of fees and funds of students. Automation of library has also been done.

#### 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	7375	17,69,311	56	19579.00	7431	17,88,890
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video			15			
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	12	yes	04	--	04	03	02
Added	02	--	Yes	--	02	--		--
Total	27	12	Yes	04	02	04	03	02

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

Nil
-----

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	0.19
ii) Campus Infrastructure and facilities	1.13
iii) Equipment	1.22
iv) Others	1.52
<b>Total:</b>	<b>4.06</b>

## Criterion – IV

### 5. Student Support and Progression

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

Adequate 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. 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.

5.2 Efforts made by the institution for tracking the progression

Due 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
1512	Nil	Nil	Nil

(b) No. of students outside the state

Nil
-----

(c) No. of international students

Nil
-----

Men	No	%
	824	54.5

Women	No	%
	688	45.5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1059	284	7	81	04	1435	1111	304	3	91	03	1512

Demand ratio

--

Dropout %

--

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

There is no formal mechanism in place to coach students for competitive examinations. However, students are provided adequate information and support regarding competitive/entrance exams by Career and Counseling Cell.

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

No specific counselling and career guidance activities were organised as such, but the teachers have been counselling and providing career guidance in their respective classes as well as to specific student and group of these on regular basis

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
Nil	Nil	Nil	College has no record

5.8 Details of gender sensitization programmes

Awareness session about gender equity and the rights of women was organised in the college which was attended by girl students and female staff members.

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 (Rs)
Financial support from institution	---	---
Financial support from government	222	543166
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

02

5.13 Major grievances of students (if any) redressed:

Nil

## 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

No specific MIS is in place but the academic and administrative data is stored digitally 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 Board of Study is the statutory body responsible for development of curriculum for Undergraduate courses. One of the faculty members is the member of Board of Study in Himachal Pradesh University.

### 6.3.2 Teaching and Learning

Every department is encouraged to use latest ICT facilities for the improvement of Teaching–Learning Process. They are also encouraged to conduct student seminars in their respective teaching departments regularly.

### 6.3.3 Examination and Evaluation

The evaluation methodology is formulated by the affiliating University. The college evaluates the students by conducting house 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 doubts, if any.

### 6.3.4 Research and Development

- Dr. B.C Chauhan, Dept. of Physics, has undertaken two research projects in collaboration with Prof. S.D. Sharma of HP University, Shimla.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is partially automated.
- Almost all the departments use ICT facility for effective teaching
- IT Lab developed to be used by all the faculty members and students
- A number of state-of-the-art laboratory equipments have been added to the Science labs.

### 6.3.6 Human Resource Management

New 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 and teachers are also frequently transferred from one Government College to another according to the policies of the state government.
- Temporary teachers are appointed by the college authority for smooth completion of courses

### 6.3.8 Industry Interaction / Collaboration

No Industrial Interaction has been done.

### 6.3.9 Admission of Students

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. All eligible students applying for admission are enrolled by the college as there is no limitation on the number of available seats in any stream as per the policy of the state government.

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 and other meritorious students. All girls students are exempted from tuition fee.

### 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	-	No	-
Administrative	Yes	Local Audit Department and Office of the AG	No	-

6.8 Does the University/ Autonomous College declares 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?

NA

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

Internal Assessment has been introduced by the University to diversify the evaluation process of students and to introduce transparency in the examination system.

6.11 Activities and support from the Alumni Association

Alumni help the college authority to solve issues related to students and college welfare.

6.12 Activities and support from the Parent Teacher Association

The association helps in generating funds to improve the infrastructure and pay for the remuneration of teachers engaged on temporary basis for smooth conduction of teaching and other support staff.

6.13 Development programmes for support staff

The administrative and support staff are deputed to attend training programmes organised by various agencies to improve their skill and work culture.

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

- Tree Plantation is done to make the campus clean and green.
- Maintenance of gardens is done by NSS Unit of the college.

## 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.

- Introduction/ Integration of ICT in academics and administration
- Automation of college library
- Organisation of various student related activities for their rounded growth and development

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*)

- To promote integration of ICT in teaching-learning
- To encourage students to participate in community development programmes

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

7.4 Contribution to environmental awareness / protection

- Tree plantation drives organised
- Awareness about environmental pollution and prevention generated among students during NSS/NCC/R&R camps and activities of Wonder Science Club and Save Energy Club

7.5 Whether environmental audit was conducted?

Yes		No	✓
-----	--	----	---

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Growth and developmental activities based on the suggestions by the NAAC Peer Team have been initiated.

## 8. Plans of institution for next year

- To Start PG in English  
To focus on extra co-curricular activities by conducting intra-college competition for the students
- To promote sports activity
- To further promote the NCC/NSS/R&R activities  
To promote participation of faculty in faculty development programmes and to promote research
- To strengthen Library and laboratory facility



## Annexure I

<i>College Calendar</i>	
1. Orientation of the Staff Members	June 1, 2011
2. College Admission:	<b>June 1, 2011 to June 10, 2011 (Without late fee)</b> <b>June 11, 2011 to June 20, 2011 (With late fee @ Rs. 10.00 per day)</b>
3. Framing of Academic Calendar by Teaching Faculties:	First week of June
4. Commencement of classes with Principal's Address:	June 11, 2011
5. Founder's Day:	June 25, 2011
6. NSS/NCC/ Rovers and Rangers Enrolment:	Last week of June, 2011
7. Constitution of Executive Bodies of Clubs and Societies:	Last week of June, 2011
8. PTA Meeting:	July 09, 2011
9. Sangeet Kala Manch Function:	July 30, 2011
10. CSCA Elections:	As per dates notified by HPU
11. Van Mahotsav:	August, 2011
12. Sadbhavana Diwas:	August 20, 2011
13. National Sports Day	August 29, 2011
14. Teacher's Day:	September 5, 2011
15. Hindi Diwas	September 14, 2011
16. NSS Day Celebration:	September 24, 2011
17. HPU Youth Festival/ Inter College Sports Championships:	As per HPU Cultural/Sports Calendar
18. Wildlife Week Celebration:	First week of October, 2011
19. Shakespeare Society Function:	October 10, 2011
20. Festival Break:	October 22-October 27, 2011
21. NCC Day Celebration:	November, 2011
22. Annual Athletic Meet:	First week of November, 2011
23. Flag Day Celebration (Rangers and Rovers):	November 07, 2011
24. Filling of University Examination Forms:	Last week of November, 2011
25. World AIDS Day (Red Ribbon Club):	December, 2011
26. House Examination:	First week of December, 2011
27. NSS Special Camp:	Last week of December, 2011
28. Career Fair:	Third week of December, 2011
29. Winter Break:	January 01, 2012 to January 29, 2012
30. National Science Day (Wonder Science Club):	February, 2012
31. Annual Prize Distribution Function:	February, 2012
32. University Practical's/Examination:	March 01, 2012 to March 15, 2012
33. Summer Break:	May 02, 2012 to May 31, 2012
<b>GOVT. COLLEGE KARSOG</b>	