

***Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR) in
Accredited Institutions***



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- *To undertake quality-related research studies, consultancy and training programmes, and*
- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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***Guidelines for the Creation of the
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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order

to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

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, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)

2017-18

1. Details of the Institution

1.1 Name of the Institution

Govt. Degree College, Arki

1.2 Address Line 1

Batal Road, Tehsil-Arki

Address Line 2

District-Solan

City/Town

Arki

State

Himachal Pradesh

Pin Code

173208

Institution e-mail address

gcarki-hp@nic.in

Contact Nos.

01796-220690

Name of the Head of the Institution:

Ms. Rita Sharma

Tel. No. with STD Code:

01796-220690

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.55	2011	30-11-11 to 29-11-16
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

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)

NA

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 Yes No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Self-Financing Courses: BCA, Computer Certificate, Diploma and Advanced diploma

1.11 Name of the Affiliating University (for the Colleges)

Himachal Pradesh University,
Shimla (H.P.)

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	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="--"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="05"/>

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

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

1. On the recommendation of IQAC scholarships of Rs. 16000/- was disbursed among eligible students from humble background out of PTA fund.
2. On the recommendation of IQAC IT lab was renovated out of BCA fund to facilitate students.

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
(i) Planning was done to have regular classes; conduct of house examination, time bound evaluations and uploading of awards through internet.	(i) Planning was successful; classes were taken in spite of various extracurricular activities of NSS, sports, culture. The college organized H.P.U. inter-college volleyball championship from 5 th to 7 th September, 2017. The results of outgoing classes were almost complete.
(ii) The development activities such as construction and repair of rooms, upkeep of toilets and playground were planned for this year.	(ii) All these works were done with excellent administrative participation by worthy teachers viz. extension of the playground, roofing of 3 newly constructed rooms while the repair of toilets is in progress.
(iii) Additional classroom and lab area for BCA were planned regular meetings are being held.	(iii) The proposed work has partially been accomplished.
(iv) The execution of all routine sports activities,	

<p>cultural activities, administrative works such as physical verification of all departments, conduct of seminar, workshop, Literacy day, World AIDS day, Independence Day, Republic Day, Swachh Bharat Abhiyan, Republic Day, Women's day, Hindi Divas, Yoga day etc. were planned.</p>	<p>(iv) All these activities were held with excellent results by winning various positions in sports, cultural activities and career counseling seminar was held. The women cell of the college organized essay writing, debate, declamation and poster making competition in collaboration with HP State Women Commission.</p>
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* Attach the Academic Calendar of the year as Annexure.

Annexure-II

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

1. 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		01	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	01	-
Diploma	-	-	01	-
Certificate	-	-	01	-
Others	-	-	-	-
Total	03	-	04	-

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	07
Trimester	--
Annual	--

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**

Annexure-III

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

Yes, the college follows the latest syllabi, regularly revised and updated by UGC and approved by H.P. University.

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	Asst. Professors	Associate Professors	Professors	Others
23	14	09	-	-

2.2 No. of permanent faculty with Ph. D.

16

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
								NIL	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ workshops	-	-	-
Presented papers	07	05	-
Resource Persons	-	-	-

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

1. RUSA grant expenditure was made on suggestions and recommendations of IQAC.
2. On the recommendation of IQAC the women cell of the college organised essay writing, debate, declamation and poster making competition in collaboration with HP State Women Commission.
3. The IQAC evaluated the various quality improving decisions in its various meetings and alerted administration about those decisions which were not yet fulfilled.
4. The college library started its own web page 'librarygdcarhihp.webs.com'.
5. The career counselling cell organised career counselling program on 16th and 18th December, 2017.
6. The college librarian organised one day seminar on e-resources on the topic 'How to excess e-resources?' on 9th March, 2018.
7. An educational tour was organised to historical city Jaipur, Jodhpur and Jaisailmer from 27th-31st January, 2018.

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

132

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

Evaluation under CBCS system of RUSA is based on both Comprehensive Continuous Assessment (CCA - internal) of 30 marks and the End Semester Examinations (external) of 70 marks.

For CCA, Classroom attendance, minor tests, quiz, seminars, assignments, projects are part of various components.

The college constitutes House Examination Committee in every academic session for the smooth conduct of mid-term examinations and record maintenance.

Final examinations are conducted under the aegis of Himachal Pradesh University.

2.9 No. of faculty members involved in curriculum

Restructuring/revision/syllabus development

02

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				Pass %
		Distinction %	I %	II %	III %	
BA VI Sem.	190	7.90	42.10	8.95	--	58.95
B. Sc. VI Sem.	64	9.38	29.68	1.56	--	40.63
B. Com. VI Sem.	106	16.98	55.66	0.94	--	73.58
BCA VI Sem.	18	11.11	11.11	--	--	22.22

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

IQAC formulates plans and proposals and ensures their execution towards quality enhancement. The teachers are encouraged to participate in seminars, training programs, workshops, etc. organized by the universities or Department of Higher Education time to time, to motivate them to adopt innovative methods in teaching and learning process. As part of the teaching and learning process, the access to the internet is ensured by providing computers and LAN connections to entire faculty rooms of the college. They are motivated to use modern gadgets in teaching methodology.

Besides this, the feedback related to the teaching learning processes is also obtained from the students.

IQAC recommends purchase of certain equipments useful in teaching learning process.

The IQAC make significant contribution to improve the teaching, learning and evaluation process and work towards quality assurance as per the college need.

2.13 Initiatives undertaken towards faculty development

<i>Faculty/Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-

Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	02
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	03	01	-	-
Technical Staff	05	-	02	-

Criterion – III

3. Research, Consultancy and Extension

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

Motivate staff members to attend various programmes related to new trends in teaching approaches and provide a better atmosphere for encouraging research related programmes Faculty members on their own also keep on interacting with various research bodies and participate in various research projects / Seminars/Conferences/Workshops etc.

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	03	
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	07	05	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in 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 (other than compulsory by the University)	-	-	-	-
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

NIL

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	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

NIL

NIL

3.19 No. of Ph.D. awarded by faculty from the Institution

NIL

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

- NSS volunteers organised a campaign at Civil Hospital, Arki for creating awareness among masses regarding the importance of hygiene and cleanliness for healthy life on 24th September, 2017.
- NSS volunteers organised a 7 days annual camp in the adopted village ‘Pokhtu’ from 23-29 December, 2017.
- NSS unit of the college organised ‘plantation drive’ to celebrate important days during the year.
- The college organised a special seminar on the topic ‘**save birds save environment**’.
- The Red Ribbon Club organized various competitions to create awareness among students against HIV and AIDS.
- The college organized an educational tour to historically important places like Jodhpur, Jaipur and Jaiselmer.
- The ‘women cell’ of the college organised a sensitization program about personal hygiene and special lectures were delivered on sensitive issues of gender discrimination and social equality. The ‘women cell’ also organised various competitions in collaboration with H.P. State Women Commission.

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	29920 sq. mts.	--	--	29920 sq. Mts.
Class rooms	22	03	RUSA	25
Laboratories	08	--	--	08
Seminar Halls	01	--	--	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	NIL	--	NIL
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL	4,50,109	RUSA	4,50,109
Others	--	--		--

4.2 Computerization of administration and library

Fee management and office automation software is being used from 2011-12 and fee counter is totally computerized. It also facilitates access of information regarding biodata of students at click of mouse. Library is computerized and passwords have been issued to students and teachers for e-resources. INFLIBNET facility is available.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2,741	5,99,909	195	1,05,733	2,936	7,05,733
Reference Books	3,135	11,41,140	185	76,220	3,320	12,17,360
e-Books	-	-	-	-	31,35,000	5,725
Journals/Magazines	-	-	-	-	19	15,864
e-Journals	-	-	-	-	6000+	-
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								
Added								
Total								

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

--

4.6 Amount spent on maintenance in lakhs:

i) ICT

ii) Campus Infrastructure and facilities

1,82,845

iii) Equipments

iv) Others

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The students are informed through notice board and web site about various facilities for their help.
- Student counselling cell provides the needed services
- PTA meetings are held in college to create a bridge among teachers, parents and students.
- Updated annual prospectus/handbook
- Whatsapp groups of various departments./classes and societies are used to disseminate information
- Scholarships available from the state government/other organizations
- Specific support facilities are available for SC/ST/OBC and economically weaker sections , like fee concession; skill development courses ;remedial classes and medical assistance

5.2 Errors made by the insitution for tracking the progression

- Feedback through class tests, discussion and other means of interaction in the classrooms is thoroughly and minutely analyzed so that they could be encouraged to do better in all types of activities.
- Continuous evaluation is done through internal exams, seminars, etc.
- PTA meetings
- Preparation of academic calendar for quality sustenance and enhancement
- Academic committee meetings are held regularly.
- Suggestion box is provided.
- Career and competition counselling is provided to students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1262	NIL	NIL	NIL

(b) No. of students outside the state

1

(c) No. of international students

NIL

Men	No	%	Women	—	No	%
	507	40.14			756	59.86

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
960	311	02	41	01	1315	910	320	01	30	01	1262

Demand ratio: Data not available

Dropout %: Data not available

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

The students are advised to use resources of college library as it is equipped with plenty of competition books, journals and magazines but unfortunately there is no mechanism for coaching for competitive examination.

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No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Career and counseling guideline provided by teachers and guest faculty for students. The cell holds career sessions in college, quiz competition, etc.

No. of students benefitted 300

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	NIL

5.8 Details of gender sensitization programmes

The 'women cell' of the college organised a sensitization program about personal hygiene and special lectures were delivered on sensitive issues of gender discrimination and social equality. The 'women cell' also organised various competitions in collaboration with H.P. State Women

5.9 Students Activities

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

State/ University level 60 National level 4 International level Nil

No. of students participated in cultural events 23

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
Financial support from institution	08	16,000
Financial support from government	51	6,17,494
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

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

The notable are observing “plantation day” ‘Swachh bharat campaign pakhwada’, NSS awareness program in Arki hospital regarding ‘Swachata Abhiyaan’.

5.13 Major grievances of students (if any) redressed: __

Major grievances related to results declared on time which was matter of university and college tried its level best to assist HPU to declare results on time. _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

The college aspires to create holistic learning environment by raising academic potential, integrating academics with community outreach and providing access, equity, and quality education for overall development of students. We are committed for creating and sustaining the conditions

that enable all college students to experience an unparalleled educational journey that is intellectually, socially, and personally transformative.

The college seeks to inculcate qualities of competence, confidence and excellence among students through co-curricular and extra-curricular activities like sports, cultural activities, NSS, Rovers and Rangers. The College further aims to mould the students hailing mostly from the marginalized and weaker sections of the society into better individuals and to guide them to contribute constructively towards the society. The faculty members are also encouraged to acquire state-of-the-art information in their fields of study and adopt innovative methods of teaching that will cater to the needs of learners at various levels of study and

Mission

- Being a government college our mission is to provide low cost high quality higher education with total social inclusiveness to all class of students to produce high quality professional, leaders and self reliant citizens.
- To instil scientific zeal among the students and to prepare and develop human resource capable of facing national and global challenges.
- To facilitate students with opportunities to hone their ethical and leadership potential for their better future.
- To inculcate the sense of responsibility, the spirit of social service and communal harmony particularly among the students and the society in general.

6.2 Does the Institution has a management Information System

NO

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

6.3.1 Curriculum Development

Curriculum development aspect is dealt by Himachal Pradesh University, Shimla in which few of faculty members of college are part of Board of study and curriculum is improved and enhanced by university time to time.

6.3.2 Teaching and Learning

- The college has well qualified and experienced faculty. The college follows the academic calendar as per the HP University guidelines, and mid-term tests and the examinations are conducted accordingly.
- Laboratories are ICT enabled in the college. Students are encouraged and motivated to use computer facilities in library. Learning in all courses is made student-centric.
- Teaching plans are prepared by every teacher for a semester in accordance with their syllabus.
- Healthy interaction between students and faculty which goes beyond the classroom.
- Apart from classroom teaching, students are encouraged to use library, seminar room and internet facilities.
- Use of audio-visual resources for teaching-learning.

6.3.3 Examination and Evaluation

- The term-end semester examinations for UG are conducted as per H. P. University schedule.
- During final evaluation, secrecy is maintained & 70:30 marks ratio for theory and assessment is adhered to as per HPU rules. Assessment includes mid-term examinations,

- Examination committee make all efforts for the smooth conduct of examination throughout the academic session 2017-18.
- Mark sheets for the end term examination are generated online by the university.

6.3.4 Research and Development

- The teachers do their Ph. D. research work along with teaching and contribute to their knowledge by writing research papers.
- Teaching staff is regularly intimated regarding conferences, workshops, short term courses going to be held at different places. Faculty members are motivated for academic advancement.
- To keep the research temper alive in the college the faculty members of the college are also motivated to take up research projects initiated by the affiliating university or the UGC.
- 14 day special leave is granted to the faculty members to attend research related activities as per Himachal Pradesh Government norms.
- The staff members are encouraged to write research papers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library has reading room, internet facility, suggestion box and other required facilities. It is being regularly upgraded and updated. New books and journals are added regularly.
- Library is registered with NLIST program of INFLIBNET in 2011. On the advice of IQAC and library committee program is chalked out to strengthen the facilities in library time to time.
- Free Wi-Fi facility is available for staff and students.
- Seminar hall, audio visual rooms, some classrooms equipped with smart boards, buildings to house administrative offices, staff rooms, well equipped laboratories, common room, games field, browsing centre facility is available in the college.
- Canteen and parking area for students and staff is provided in the college campus.

6.3.6 Human Resource Management

- Teaching as well as non teaching members of staff are included in various committees constituted at the beginning of session. Responsibilities are entrusted as per the capabilities of employees for accomplishing the various college activities.
- The shortage of staff is regularly informed to the higher authority & local arrangements are also made with the help of local PTA.
- Faculty members participate in faculty development programmes periodically to update the knowledge base and pedagogical skills.
- Students are provided guidance and information by the faculty pertaining to higher education, scholarships, and career advancement possibilities and finishing classes by the faculty.
- All possible efforts are made to make college eco friendly. The faculty motivates the students to create a clean pollution free campus. Mutual attempts are made by the authority and staff with the involvement of students to make college pollution free.

6.3.7 Faculty and Staff recruitment

Recruitment is done according to the rules and regulation of government of Himachal Pradesh & norms of Himachal Pradesh University Shimla. Posts of teaching staff are assigned on the basis of strength of the students and number of courses to teach. Proposals for creation of new posts are regularly sent to Department of Higher Education along with strength of students as well as working time table.

6.3.8 Industry Interaction/Collaboration

- In our area there are acute shortages of industries so collaboration is almost negligible but the interaction of students with newspapers, as a part of their curriculum is made. The students are also sent on tour to visit industries/places to have the same.
- The college has set up a career guidance cell for guiding the students about various scopes and opportunities in career building.
- Zoology department students visited Deoli Fish Farm (Bilaspur) on

6.3.9 Admission of Students

- Admission to various courses in our institution is done on merit-based system. Application for admission are taken from the students on prescribed form and after proper scrutiny of forms merit is prepared and meritorious students are provided with the subjects of their choice. Up to three rounds of admission counselling are conducted to ensure that the students get enrolled in subjects of their choice under CBCS adopted by H.P. University, Shimla since 2013.
- College prospectus with all details of all courses, requirements, fee structure and rules and regulations, etc. was printed and made available well on time.
- Staff members are made available to provide every help to the candidates willing to seek any information regarding the college, subjects and its admission processes.
- Canteen facility was made available for the admission seeking students and their parent/guardians.

6.4 Welfare schemes for

Teaching	All Govt. schemes such as loans, medical reimbursement LTC, Leaves etc. are implemented besides college level funding for toilet renovation, Carpeting in staffrooms & new furniture is provided from time to time.
Non teaching	All govt. schemes as above for teaching are equally implemented for non teaching staff also.
Students	Govt. scholarships of various category and fee waivers for economically backward/ physically handicapped are given to various categories of the eligible students. The concessional bus passes and neat and clean toilets, water purifiers and free Wi-Fi internets through college modems are also provided.

6.5 Total corpus fund generated

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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	No	--	No	--

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

Complete results are not declared within 30 days. However it does not affect teaching process in next session as roll on admission is given to students and their classes are started well in time according to university calendar.

For UG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
For PG Programmes	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

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

- Examination system is reformed from time to time. Copying is checked, calculators and mobiles are not allowed except in the paper of calculations in accounts, remunerations of invigilators on duties are quickly dispensed with. RUSA exam's short comings are removed to a large extent. Flying Squad is made more and more effective during exams.
- Setting of questions papers according to directions given by university, appointment of supdt. and deputy supdt. to conduct examinations, invigilation and evaluation duties are done at college level.

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

University has less control over teaching learning process in Govt. Colleges. It has its role in framing syllabus and conducting end term exams and evaluation. The autonomy is there in this sense but not complete.

6.11 Activities and support from the Alumni Association

- The college is successfully running the Alumni Association. The membership drive is on and around **143** members have been registered till date.
- Alumni contribute and actively participate.
- Alumni meetings are conducted for the interaction with the college.
- Alumni involvement in various community outreach programmes are arranged on regular basis through societies and clubs.

6.12 Activities and support from the Parent – Teacher Association

- The PTA Fund is used to meet out the salary of non-teaching staff engaged on PTA basis and is also used in a number of construction works in the campus. Mr. Roshan Lal Verma is the President and Dr. Ramesh Sharma is the Secretary of PTA.
- The parents expressed their satisfaction on the smooth functioning of the college and appreciated the efforts of the management and the faculty.

6.13 Development programmes for support staff

Supporting staff is encouraged and relieved to attend development programmes. Notifications regarding promotions and other welfare schemes released from govt. time to time are brought in their notice.

- Under *Swachh Bharat* campaign on 30/08/2017, N.S.S. unit of the college done cleanliness work in the college campus. N.S.S. also organized 'Plantation Week' from 05/08/2017 to 11/08/2017 and take 'Pledge' on *Swachh Campus, Smart Campus* on 01/09/2017.
- Dustbins have been installed at various places in the campus by Rovers and Rangers.
- Students are encouraged to promote cleanliness in the campus.
- Use of polythene is strictly prohibited.
- Emphasis on more plantations to make environment clean and green.

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.

- The college library started its own web page 'librarygdcarkihp.webs.com'.
- The college PTA started a special scholarship scheme out of PTA fund to help deserving students coming from humble background.
- The college gym was improvised with the purchase of latest equipments and machines.

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

The programs were chalked out in various committee meetings like installation of anti-ragging boards, extension of the playground and roofing of 3 newly constructed rooms.
All the works were done with excellent administrative participation by worthy teachers and the targets were achieved by the end of the year.
The review meetings were held from time to time to check the progress.
The process of installing water purifier in the college has been initiated.
College students participated in inter-college competitions in sports and cultural events and got various awards and positions.

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

- Extra-curricular activities for the holistic developments of students. Students are encouraged to participate in various sports, cultural and other activities at state and national level.
- The college PTA started a special scholarship scheme out of PTA fund to help deserving students coming from humble background.

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

7.4 Contribution to environmental awareness / protection

- NSS volunteers organised a campaign at Civil Hospital, Arki for creating awareness among masses regarding the importance of hygiene and cleanliness for healthy life on 24th September, 2017.
- NSS volunteers organised a 7 days annual camp in the adopted village 'Pokhtu' from 23-29 December, 2017.
- NSS unit of the college organised 'plantation drive' to celebrate important days during the year.
- The college organised a special seminar on the topic '**save birds save environment**'.
- The Red Ribbon Club organized various competitions to create awareness among students against HIV and AIDS.

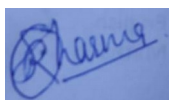
7.5 Whether environmental audit was conducted? Yes No

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

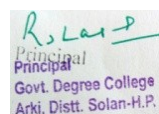
Annexure-IV

8. Plans of institution for next year:

- On the top priority is the celebration of 'Silver Jubilee' of the college.
- Sanitary pad machines to be installed in the college in interest of girls students.
- Additional computer labs and more smart class rooms to be created.
- Procurement of Generator sets to ensure continuous power supply especially during the Examination times.
- To purchase water dispenser aqua guard and water cooler for students.
- The entire college campus to be brought under the purview of CCTV surveillance.
- More computers along with printers to be purchased for teachers cabins and for the library.
- Fast printing cum photocopying machines to be purchased.
- Additional fire-extinguishers to be purchased.
- An electronic notice-board to be purchased.



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Ms. Rita Sharma
Chairperson, IQAC

Annexure- I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Academic Calendar, Session 2017-18

Sr. No.	Details of the Event	Date of Event
1	Admission Schedule : i) Availability of prospectus ii) Last date for submission of forms iii) Display of merit list iv) Date of depositing fee	June 16, 2017 onwards June 23, 2017 upto 3:00 p.m. June 23, 2017 at 4:00 p.m. June 24-27, 2017 upto 3:00 p.m.
2	Zero Week	1 st week of July, 2017
3	Enrolment for NSS/Rangers and Rovers & Orientation Programmes :	2 nd Week of July, 2017
4	PTA General Body Meeting and Election	August 05, 2017
5	CSCA Election	As notified by Himachal Pradesh University
6	Oath taking ceremony	After formation of CSCA
7	Last date for submission of articles for college magazine	September 15, 2017
8	Annual Athletic Meet	1 st week of October, 2017
9	Practical and Theory examinations of 1st, 3rd and 5th Semesters	October 13 th to November 12 th , 2017
10	Practical and Theory examinations of 2nd, 4th and 6th Semesters	April 11 th to May 10 th , 2018
11	College Excursion tours	November/December, 2017
12	NSS Annual special camp	December, 2017
13	Farewell Party	March, 2018
14	Annual Prize Distribution Function	March, 2018

ANNEXURE-III

ANALYSIS OF THE FEEDBACK

Feedback regarding teachers, curriculum and campus was taken on format prepared by the committee constituted for the purpose. IQAC conducted a survey among students to evaluate the college, course of study and performance of teachers and overall campus experience. Printed feedback forms were distributed among the students and responses were collected. The questionnaire has objective as well as descriptive questions and students were advised to explain and give clear opinions. The main findings of the feedback analysis are summarized below.

- (i) Majority of the students were satisfied with the quality of the teaching in the institution and according to them, the subject knowledge, preparation for teaching and classroom management of teachers were found to be very good. The supportive behavior of most of teachers is highly appreciated by the students.
- (ii) However, the students raised concern over the issues like lesser availability of time for sports and extracurricular activities, delayed declaration of results, etc.
- (iii) Students were more or less satisfied with sports infrastructure of the college but according to them library and laboratory facilities of the college needs to be improved.
- (iv) The programs offered especially in CBCS system were rated in terms of the recent developments and high learning value and applicability. Majority of the students believe that there are certain problems with implementation of RUSA system in colleges which need to be rectified.

SWOC Analysis of the Institution

Strengths:

- The institution has qualified and committed faculty members, industrious administrative staff, well equipped college library with INFLIBNET facility, interactive smart classes and high speed Wi-Fi internet access.
- The selection of the faculty is done by Himachal Pradesh State Public Service Commission.
- Teachers are deputed for attending orientation, refresher courses, seminars, workshops and conferences to get updated on the changing trends in the field of education and related areas.
- Focus is always on learner-centered education. Moreover, participatory and interactive learning is promoted through assignments, seminars, projects, etc.
- Admission process is made transparent by displaying merit lists as per the scheduled dates.
- An inspired sense of discipline has been maintained in the college which is conducive for learning. Discipline committee of the college plays important role in maintaining discipline.
- Committed and research minded faculty.
- Involvement of students in organizing various functions by different clubs, societies and departments throughout the year complements class- room interaction.
- Library has good collection of standard books and journals including research journals.
- Financial support is ensured to students through various scholarships.
- Promoting programmes to cater human values, social sensitiveness, self reliance, National integration etc. driven by a vision and a mission for realization of objectives socially uplifting, elaborate feedback mechanism to gauge stakeholder perceptions of all segments.
- A committed IQAC, bound to quality enhancement and sustenance initiatives interwoven curricular and co-curricular activities.
- Pollution-free and eco-friendly green and clean campus.
- Healthy teacher-student relationship. The availability of teachers outside the class room and after working hours to guide and to counsel.
- To instill an attitude of respect towards the environment and encourage students not to involve themselves in ragging and any other violent activity in and outside the college campus.
- Value based and skill oriented education is prime aim of the degree programme emphasized through well-defined syllabi, recommended reference books, regular classes and assessments with prizes as motivation.
- IQAC plays indispensable role in enhancement and sustenance of the quality education.
- The examination process is conducted strictly and totally insulated with secrecy of all confidential matters.
- The college is catering to the needs of students from rural areas and economically weaker sections of the society.
- NSS Camp, blood donation camp, rallies (AIDS awareness, Anti-dowry, National Integrations, philanthropic activities and outreach programmes to empower the marginalized and downtrodden.
- The college has always been in the frontline in fulfilling its social objectives in terms of educational attainments and producing quality individuals.

Weaknesses:

- Non-availability of latest equipment required in emerging fields and lab testing.
- Lack of auditorium in the college.
- Lack of stadium in the college.

Opportunities:

- Enthusiastic young teachers with research aptitude promote research culture.

- Self-financing streams to be further strengthened to introduce technology and contemporary programmes.
- PG courses can be introduced to provide opportunities in higher education as there is no PG centre in surrounding areas.

Challenges:

- Poor education backgrounds of the parents prevent even the high achievers from moving out for higher levels of learning or employment.
- High teacher: taught ratio in many departments.
- The Alumni input and support in terms of finance, academics and personal.
- Students are mostly first generation learners getting little motivation from the parents or the society.
- Extracurricular talents and ventures are not being nurtured in the current system due to time constraints.

Prepared By:

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