

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



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 Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

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) Dissemesterination 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 dissemesterination 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)

2015-16

I. 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:

Dr. C.L. Sankhyan

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. MHCOCGN 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 2015-16 submitted to NAAC)

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

(eg. 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 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	<input type="text" value="6"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="--"/>
2.4 No. of Management representatives	<input type="text" value="--"/>
2.5 No. of Alumni	<input type="text" value="--"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="--"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>
2.8 No. of other External Experts	<input type="text" value="--"/>
2.9 Total No. of members	<input type="text" value="07"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>

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

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
Demand funds from UGC	The college received a UGC Grant of Rs. 4,00,000 which was spent in networking of computers installed in the Department of Physics, Chemistry, Mathematics, Botany, Zoology and Geography in Science Block.
Scholarships for students	Total amount of Rs.7,75,000 from the RUSA Grant was put in use for the construction of three smart class rooms, one in science block and other one in Arts block. The Total Amount of Rs 8,63,434 was disbursed as scholarship to the student.

<p>To improve and expand Library.</p>	<p>The total number of books in the library is 5,554. During the year 2015-16, about 785 books were purchased under UGC/AF funds for all subjects worth Rs. 2,62,500. Besides 521 books were purchased under RUSA Grant worth Rs. 3,37,500 and about 30 books from BCA funds worth Rs. 14,232.</p>
<p>Efforts will be made to establish industrial interface.</p>	<p>A group of B.Sc. students were taken to Forensic Lab Junga (Shimla) to have the first hand knowledge of the subject, One more Educational visit was organised for B.sc. 4th and 6th semester students to bio-technology Lab of HPU Summer hill, Shimla to know about the future perspective in bio-technology.</p>
<p>Efforts will be made for upliftment of Sports activities.</p>	<p>Fifteen teams of the college took part in Inter-college championships in both Men and Women categories. Mr. Ajay Kumar of B.Sc. 6th semester won 1 silver medal in Boxing and Mr. Manisha Thakur of B.A. 4th semester won a silver medal in HPU Inter-College Championship. The college Handball team won a Bronze medal in the same championship. Inter-college Kho-kho Championship was organised by GDC Arki from dated 21 Oct. to 23 Oct. 2016.</p>
<p>Different extra-curriculum activities held in the college</p>	<p>GDC Arki organise a career counselling seminar in collaboration with Desh Bhagat University Mandi Gobindgarh, Punjab on Friday July10, 2015 in the college seminar hall.</p> <p>Another career counselling seminar was held on Friday, April01, 2016 in college smart classroom no. 304. The sixth semester students of B.Com./B.Sc. attend the seminar. Mr. Ravish Gautam Manager, Sales, HERAUD, Australian Education in India.</p> <p>The National Library Day Function was held under the guidance of Librarian Ms. Poonam Sharma in the college Library hall on August 13, 2015 to commemorate the birth anniversary of Dr. S. R. Ranganthan , father of Library Sciences.</p>

** Attach the Academic Calendar of the year as Annexure.*

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

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	3	--	1	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	1	--
Diploma	--	--	1	--
Certificate	--	--	1	--
Others	--	--	--	--
Total	3	--	4	--
Interdisciplinary	-----	--	-----	----
Innovative	-----	-----	-----	---

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	7
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*

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

Yes, the college follow 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
20	13	07	00	00

2.2 No. of permanent faculty with Ph.D.

18

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
									03

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	---	--	--
Presented papers	--	03	---
Resource Persons	--	--	02

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

1. RUSA grant expenditure was made on suggestions and recommendation of IQAC.
2. On the recommendation of IQAC the women cell of college organized debate, declamation, essay writing and poster making competition.
3. The IQAC evaluate the various quality improving decisions in its various meetings and alerted administration about those decisions which were not yet fulfilled.

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

135

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

- 2.10 Average percentage of attendance of students
- | |
|-----|
| 78% |
|-----|

- 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 IIIrd	107	--	140.1	--	--	88.78
B.Sc. IIIrd	54	--	25.92	--	--	77.77
B.Com. IIIrd	100	--	15.00	---	--	73.00

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

IQAC formulates plans and proposals and is responsible for effective planning and quality enhancement of the academic environment of the college. 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. For improving teaching-learning processes, new cabins with internet facility were created for teachers in the arts block 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	--
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	04	--	--	--
Technical Staff	05	--	--	--

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 the 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		
Non-Peer Review Journals		03	
e-Journals			
Conference proceedings			

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 <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

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

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

- GDC Arki organise a career counselling seminar in collaboration with Desh Bhagat University Mandi Gobindgarh, Punjab on Friday July10, 2015 in the college seminar hall.

- NSS unit of the college organised a special seven days NSS camp in the adopted village KOTLI, Tehsil Arki from Jan. 27 to Feb.,02, 2016 where activities and awareness programme, disaster management and tree plantation etc.
- A group of B.Sc. students were taken to Forensic Lab Junga(Shimla) to have the first hand knowledge of the subject, One more more Educational visit was organised for B.sc. 4th and 6th semester students to Bio-technology Lab of HPU Summer hill Shimla to know about the future perspective in Bio-technology.

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	29920sq.mts..	--	--	29920sq.mts.
Class rooms	22	--	--	22
Laboratories	08	---	--	08
Seminar Halls	01	---		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)	--	11,62,500	RUSA	11,62,500
Others	--	--		--

4.2 Computerization of administration and library

In the College five connection of internet were working under the central scheme NMEICT out of which two were converted in WIFI and students are able to access e-Journal and e-source.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2119	290515	815	3161392	2934	617537
Reference/general Books	3002	811296	521	298039	3002	1109389
e-Books(through NLIST)					100000+	5000
Journals/magazine					17	14530

e-Journals NLIST					5000+	
Digital Database						
Library Automation	2717		223		2940	
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	24	22	25	----	-----	03	02	
Added	10	---	08	----	----	03	04	
Total	34	22	33	---	-----	06	06	

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

Teachers and students are oriented in the use of e-recourses as well as in the use of library collection. Many departments have been provided with departmental computers.

4.6 Amount spent on maintenance in lakhs :

i) ICT	12,77,800
ii) Campus Infrastructure and facilities	30,77,546
iii) Equipments	1162500
iv) Others	341500
Total :	58,59,346

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Orientation programmes about RUSA CBCS system for Ist semester students. Students are guided to undertake various internship programme/ projects in their respective subjects as per need of CBCS syllabus. Special emphasis is given to VI semester students regarding the orientation of CBCS credit accumulation for honour/major courses. IQAC ensures that conduct of academic activities as per academic calendar. Students given assistance about CBCS system related problems through Sahavata Kendra

5.2 Efforts made by the institution for tracking the progression

- ® Career and competition counseling is provided to student.
- ® Preparation of academic calendar for quality sustenance and enhancement.
- ® Continues evolution is done through internal exams, semester, assignment etc.
- ® Feedback through class tests, discussion and other mean of interaction in the class room is thoroughly and minutely scrutinize so they could be encouraged to do better in all types of activities.
- ® Academic committee meetings are held regularly.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1148	--	--	--

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	458	39.90		690	60.10

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
740	235	05	32	00	1012	833	280	06	29	---	1148

Demand ratio N.A. Dropout % N.A.

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 Magazine but unfortunately there is no mechanism for coaching for competitive examination.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="---"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="---"/>	CAT	<input type="text" value="---"/>
IAS/IPS etc	<input type="text" value="----"/>	State PSC	<input type="text" value="---"/>	UPSC	<input type="text" value="---"/>	Others	<input type="text" value="---"/>

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

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	NIL	

5.8 Details of gender sensitization programmes

The women cell of the college organized a sensitization program about personal hygiene and special lecture were delivered on sensitive issues of gender discrimination and social equality. The women cell also organized various competitions.

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
Financial support from institution	-----	-----
Financial support from government	86	863434
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

5.13 Major grievances of students (if any) redressed:

The cultural troop of the college participated in the independence day celebration on Aug.15, 2015 at Tehsil H/Q at Arki.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Being a Government College our mission is to provide low cost high quality higher education with total social inclusiveness to all class of student to produce high quality professional, leaders and self reliant citizens.

The vision is all round development of students by providing career oriented and need based degrees courses in this part of state encompassing all disciplining and streams.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

Teachers of the college take part in revision/updating of syllabus when they are elected by university as members of Board of Studies.

6.3.2 Teaching and Learning

Though the teachers are well qualified and competent, they remain in touch with latest changes in teaching. The smart classroom, Net facility in the Library and in the Departments makes teaching effective through power point presentation. Well stocked library with e-books/ e-Journals makes learning easy to students.

6.3.3 Examination and Evaluation

The term end semester exam for UG are conducted as per HPU schedule. The college conduct house test, assignment and semester etc. For comprehensive assessment where as the semester end scripts are not evaluated in the same college. During final evaluation, secrecy is mentioned and 70:30Marks ratio for theory and assessment is adhered to as per HPU rules.

6.3.4 Research and Development

The teachers do there PhD research work along with teaching and contribute to their knowledge by writing research papers. To keep the research temper alive in the college the faculty member of the college are also motivated to take up research projects initiated by the affiliated university or the UGC. Special leave of 14 days is granted to the faculty members to attend research related activities as per HP Government norms.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library facilities like reading rooms, internet and furniture etc are regularly up-graded. The new books & journals are added every year .Library is registered with NLIST program of INFLIBNET in 2011 and on the advice of IQAC library committee program is chalked out to strengthen the facilities in library time to time.

6.3.6 Human Resource Management

In the beginning of session various committees in which both teaching as well as non teaching staff included are formed .Members of teaching staff are assigned works through office orders in addition to their routine teaching work for the smooth functioning of administration. The non teaching staff has fixed distributed works according to their posts. The shortage of staff is regularly informed to the higher authority & local arrangements are also made with the help of local PTA.

6.3.7 Faculty and Staff recruitment

Himachal Pradesh Government recruit faculty through HPPSC as per UGC/Govt regulations. The recruitment is done on the basis of the strength of the students. Proposals for creation of new posts are regularly sent to Department of Higher Education along With strength as well as working time table. The staffs for Self financing course are recruited through proper advertisements in paper by college at local level also.

6.3.8 Industry Interaction / Collaboration

There is a acute shortage of industries in our area so collaboration is almost negligible but the interaction of students with news papers, as a part of curriculum is made.

A group of BSc(Botany & Zoology) were taken to forensic lab Junga to have the first hand Knowledge of the subject.

The college has set up a career guidance cell for guiding the students about various scopes and opportunities in career building.

6.3.9 Admission of Students

Admission criteria laid down by the HP University is followed transparently while giving admission to CBCS system, and is purely done on the basis of merit as well as reservation policies of the Government. College prospectus with all details of all courses , requirement ,fee structure and rules and regulations ,etc. was printed and made available on time. Staff members are made available to provide every help to the candidate willing to seek any information regarding the college, subjects and its admission process.

6.4 Welfare schemes for :

Teaching	All Govt. schemes such as loans ,medical reimbursement LTC, leaves etc, are implemented besides college level funding for carpeting in staffroom & new furniture is provided time to time.
Non teaching	All Govt. schemes as above for teaching staff are equally implemented for non-teaching staff also.
Students	Government scholarship 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 internet through college modems are also provided.

6.5 Total corpus fund generated

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	---	--	--
Administrative	No	---	--	--

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

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 accounts, remunerations of invigilators on duties are quickly dispensed with ,RUSSA exam's short comings are removed to a large extent. Flying squad is made more and more effective during exams. Setting of question papers according to directions given by university ,appointment of supdt. And deputy supdt. To conduct examinations 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 examinations and evaluation. The autonomy is there in this sense but not complete

6.11 Activities and support from the Alumni Association

NA

6.12 Activities and support from the Parent – Teacher Association

- ® The PTA Fund is used to meet out salary of non-teaching staff engaged on PTA basis and also used in a number of construction works in the campus .
- ® 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 regularly made aware of the avenues provided by Govt. for their promotion and welfare. They are also encouraged to become conversant with modern gadgets and their uses.

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

® NSS unit of the college organised a special seven days NSS camp in the adopted village KOTLI, Tehsil Arki from Jan. 27 to Feb.,02, 2016 where activities and awareness programme, disaster management and tree plantation etc.

® Dustbins have been installed in various places in the campus.

® Students are encouraged to promote cleanliness in the campus.

® Emphasis on more plantation to make environment clean and green.

® Use of polythene is strictly prohibited

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.

Vitrified tiles have been laid in college administrative office , staff room , IQAC room ,Rangers and Rovers room ,Principal office, passage in administrative block, college hall and stage in the hall. Student participation in extra and co-curricular activities is encouraged through participation in cultural activities, sports activities, NSS and Rovers and Rangers

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, construction of third floor in Arts block, etc. The Total Amount of Rs 863434 was disbursed as scholarship to the students .The total number of books in the library are 5554. During the year 2015-16, about 785 books were purchased under UGC/AF funds for all subjects worth Rs. 262500. Besides 521 books were purchased under RUSA Grant worth Rs. 337500 and about 30 books from BCA funds worth Rs. 14232. GDC Arki organised a career counselling seminar in collaboration with Desh Bhagat University Mandi Gobindgarh, Punjab on Friday July10, 2015 in the college seminar hall.

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. Improving teaching learning process and skill development through field/industry exposure.

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

7.4 Contribution to environmental awareness / protection

A group of B.Sc. students were taken to Forensic Lab Junga (Shimla) to have the first hand knowledge of the subject, One more Educational visit was organised for B.sc. 4th and 6th semester students to Bio-technology Lab of HPU Summer hill Shimla to know about the future perspective in Bio-technology.

Fifteen teams of the college took part in Inter-college championships in both Men and Women categories. Mr. Ajay Kumar of B.Sc. 6th semester won a silver medal in Boxing and Mr. Manisha Thakur of B.A. 4th semester won a silver medal in HPU Inter-College Championship. The college Handball team won a Bronze medal in the same championship. Inter-college Kho-kho Championship was organised by GDC Arki From dated 21 oct. To 23 oct. 2016.

GDC Arki organise a career counselling seminar in collaboration with Desh Bhagat University Mandi Gobindgarh, Punjab on Friday July10, 2015 in the college seminar hall.

NSS unit of the college organised a special seven days NSS camp in the adopted village KOTLI, Tehsil Arki from Jan. 27 to Feb.,02, 2016 where activities and awareness programme, disaster management and tree plantation etc.

Dustbins have been installed in various places in the campus.

Students are encouraged to promote cleanliness in the campus.

Emphasis on more plantation to make environment clean and green.

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-III

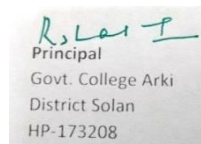
8. Plans of institution for next year

- The activity plan was prepared by the members of IQAC decided in the meeting of the first quarter that the institution will try for reaccreditation
- The HODs of all the departments were told to ensure the submission of departmental inputs and maintain the necessary records.
- P.T.A meeting should be held regularly and needs of the students should be addressed in stipulated time period.
- The stakeholders O.S.A/Alumni association should be strengthened.
- The students feedback for the teachers will be carried out in October each year and will take place as scheduled.
- Coaching/Remedial classes will be conducted by the counseling cell or the concerned departments.
- E-Tourism/Add-on-courses/Vocational courses for the college will re-submit the proposal.
- Swachata Abhiyan/Awareness/Hygiene Campaign will be carried out on 2nd October every year.

- Dustbins/Black Board/Chairs in B.C.A department will be repaired and replaced.
- Research Promotion Committee will be formed which will facilitate the researches and researches.
- I.Q.A.C will organize lectures/discussions/interactive sessions on Financial Administration (Dept. Exams.) as this has been made prerequisite for promotion/scale.
- To enhance API score teachers should be allowed to attend O.P./R.C./Faculty Development Programmer etc.
- To enhance extension activities of NSS and Rovers and Rangers.



Signature of the Coordinator, IQAC



Principal
Govt. College Arki
District Solan
HP-173208

Signature of the Chairperson, IQAC

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: 2015-16

Sr. No.	Detail of the Event	Date of Event
01.	Admission Schedule : Availability of prospects Last date for submission of form Display of merit list Date of depositing fee.	June 01, 2015 onwards June 17, 2015 upto 3:00 p.m. June 18, 2015 at 4:00 p.m. 19 th and 20 th June, 2015 (11:00 a.m. to 04:00 p.m.)
02.	Enrolment for NSS/Rangers and Rovers & Formation of various societies/clubs	2 nd week of July,2015
03.	Fresher's Party	Last week of July
04.	PTA Genral Body Meeting and Election	August 08,2015 at 11:00a.m.
05.	CSCA Election	As notified by HP University
06	Oath taking ceremony	After formation of CSCA
07.	Meeting of parents of boarders	September 13,2015
08.	Last date of submission of articales for college magazine	September 15,2015
09.	Academic function of Faculty of Commerce	2 nd week of September
10.	Academic function of Faculty of Science ,BCA	1 st week of October
11.	Annual Athletic Meet	3 rd week of October,2015
12.	CSCA Function	3 rd week of December
13.	Practical and Theory examinations of 1 st , 3 rd and 5 th Semesters	Oct./Nov. 2015
14.	Practical and Theory examinations of 2 nd , 4 th and 6 th sem.	April/May 2016
15.	College Excursion tours	Nov./Dec.,2015
16.	NSS Annual special camp	Dec. 2015
17.	Farewell Party	March 2016
18.	Annual Prize Distribution Function	March 2016

SWOC Analysis of the Institution

Strengths:

- 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.
- Involvement of students in organizing various functions by different clubs, societies and departments throughout the year complements class- room interaction.
- 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.
- NSS Camp, blood donation camp, rallies (AIDS awareness, Anti-dowry, National Integrations, philanthropic activities and outreach programmes to empower the marginalized and downtrodden.
- Committed and research minded faculty. Healthy teacher-student relationship. The availability of teachers outside the class room and after working hours to guide and to counsel.
-
- The college has always been in the frontline in fulfilling its social objectives in terms of educational attainments and producing quality individuals.
- 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.
- Admission process is made transparent by displaying merit lists as per the scheduled dates.
- 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.
- An inspired sense of discipline has been maintained in the college which is conducive for learning. Focus is always on learner-centered education. Moreover, participatory and interactive learning is promoted through assignments, seminars, projects, etc.
- A committed IQAC bound to quality enhancement and sustenance initiatives interwoven curricular and co-curricular activities.
- Discipline committee of the college plays important role in maintaining discipline.
- The college is catering to the needs of students from rural areas and economically weaker sections of the society.
- Library has good collection of standard books and journals including research journals.
- Financial support is ensured to students through various scholarships.
- Pollution-free and eco-friendly green and clean campus.
- The examination process is conducted strictly and totally insulated with secrecy of all confidential matters.
- IQAC plays indispensable role in enhancement and sustenance of the quality education.
- 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.

Weaknesses:

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

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

Prepared by:

1.Mr. Shiv Kumar

2. Dr. Ramesh Sharma (Coordinator-IQAC)