



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		GOVERNMENT COLLEGE CHAURA MAIDAN KOTSHERA SHIMLA
Name of the head of the Institution		Inderjeet Singh
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01772653291
Mobile no.		9418842280
Registered Email		inderjeetsinghgc@gmail.com
Alternate Email		principal.kotshera@gmail.com
Address		Rajiv Gandhi Govt. Degree College Chaura Maidan Shimla-4
City/Town		Shimla
State/UT		Himachal pradesh
Pincode		171004

2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Co-education																								
Location	Urban																								
Financial Status	state																								
Name of the IQAC co-ordinator/Director	Naresh Verma																								
Phone no/Alternate Phone no.	01772653291																								
Mobile no.	9418084141																								
Registered Email	nareshverma.r7@gmail.com																								
Alternate Email	principal.kotshera@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.gccm.ac.in/pressrelease.php?key=171_61248_Notice_8479831384.pdf">https://www.gccm.ac.in/pressrelease.php?key=171_61248_Notice_8479831384.pdf</a>																								
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.gccm.ac.in/pressrelease.php?key=146_61248_Notice_5409099989.jpg">https://www.gccm.ac.in/pressrelease.php?key=146_61248_Notice_5409099989.jpg</a>																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>77.40</td> <td>2003</td> <td>16-Sep-2003</td> <td>15-Sep-2008</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.01</td> <td>2016</td> <td>25-May-2016</td> <td>24-May-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B+	77.40	2003	16-Sep-2003	15-Sep-2008	2	B	2.01	2016	25-May-2016	24-May-2021
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B+	77.40	2003	16-Sep-2003	15-Sep-2008																				
2	B	2.01	2016	25-May-2016	24-May-2021																				
<b>6. Date of Establishment of IQAC</b>	01-Jan-1970																								
7. Internal Quality Assurance System																									
Quality initiatives by IQAC during the year for promoting quality culture																									
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries																						

2. Initiative:	13-Jul-2017 1	180
3. Initiative:	01-Aug-2017 15	300
4. Initiative:	23-Aug-2017 1	95
5. Initiative: Gender sanitization campaign	12-Sep-2017 1	300
6. Initiative: voter awareness campaign under the guidance	25-Sep-2017 1	500
7. Initiative: International conference on	07-Dec-2017 3	150

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
GC Chaura Maidan	RUSA	MHRD	2018 360	5756550

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

Yes

Upload latest notification of formation of IQAC

[View Link](#)

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

3

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

Yes

Upload the minutes of meeting and action taken report

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

No

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

1. Organize Conferences, Seminars and workshops where the teachers/students would be encouraged to actively participate and improve their knowledge, organizational and leadership qualities. 2. Encourage the various clubs and societies of the college to organize events to involve students in the community service, environmental and issuebased programs under Central and State Government initiatives or schemes. This year Aids awareness, Gender equality, Drug deaddiction and Disaster Management camps and campaigns were taken on priority basis by involving the Red Ribbon club and Rovers and Rangers. 3. The Young Political Scientist's Club was launched in the college to impart a practical handson experience of Parliamentary procedures to the members of the club. The club organized its first annual Mock Parliament in the college and exposed its members to the Democratic system of the government of India. 4. Active participation of students in the smooth functioning of the college was be ensured by encouraging the CSCA of the college to assist the various initiatives of the college administration to upgrade the MIS of the college. 5. Upholding the college's tradition of providing the best and most conducive environment for sports and games to the students, the college organized state and national level competitions of various games in the college campus in the year 2017.

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

Plan of Action	Achivements/Outcomes
<p>The IQAC decided to Continue in spirit with the previous year's initiatives towards quality enhancement of the teaching, learning and research activities of the teachers as well as the students of the College. The cell chalked out a plan to: 1. Organize Conferences, Seminars and workshops where the teachers/students would be encouraged to actively participate and improve their knowledge, organizational and leadership qualities. 2. Various clubs and societies of the college shall be encouraged to organize events to involve students in the community service, environmental and issuebased programs under Central and State Government initiatives or schemes. This year Aids awareness and Drug deaddiction campaigns shall be taken on priority basis by involving the Red Ribbon club and Rovers and Rangers. 3. A proposal from the Department of Political Science to establish the Young Political Scientist's Club was accepted by the IQAC. The purpose of the club will be to impart a practical handson experience of Parliamentary procedures to the members of the club.</p>	<p>The members of the cell aprised worthy Principal of the various activities and achievements of the college. Many more successful events had been organized during the few months intervening the previous meeting of the IQAC held in the month of November. Some important ones being An International Conference titled, 'Opportunities and Challenges of 21st Century' was organized in the college in collaboration with Science and Management Society from 7 to 9 December, 2017. An Educational tour to Mumbai and Goa was organized for the college students w.e.f.12 to 22 January, 2018. The students were exposed to the Geography, Economy and Culture of these cities of India. Annual Athletic meet was held in the sports ground of the college to encourage physical fitness and training amongst the sports enthusiast students as well as staff members.</p>

The club shall organize annual Mock Parliament in the college and events to expose its members to the Democratic system of the government of India. 4. Active participation of students in the smooth functioning of the college will be ensured by encouraging the CSCA of the college to assist the various initiatives of the college administration to upgrade the MIS of the college. Upholding the college's tradition of providing the best and most conducive environment for sports and games to the students, the IQAC proposed to organize state and national level competitions of various games in the college campus in the year 2017. 5. More activities will be organized to enhance the holistic learning and awareness of the students. Several events to community welfare and human values such as workshops and seminars on Drug abuse, Thelesemia, Environment and Industry, Blood donation camps should be organized in the year 2016.

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<b>14. Whether AQAR was placed before statutory body ?</b>	No
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2017
Date of Submission	02-Feb-2017
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	MANAGEMENT INFORMATION SYSTEM MIS is a system which helps College administration performing its functioning effectively. It provides relevant information to each department to make right decisions and stimulates its actions. it is a systematic approach to provide useful information for effective administrative functioning in the form of suitable

reports. MIS is very useful for efficient and effective planning and control functions of the college. Higher education department makes all the policies and we implement them at institution level accordingly. In this regard, the emails received from department of higher education are circulated among the College Staff Council and advisory committee by notices and WhatsApp group (GC Kotshera official). MIS is very well used in the overall functioning of the institution in the areas such as: ? College is using the management software "Enterprise Resource Planning (ERP)" purchased from private agency for managing college funds, online admission and administrative control .It allows for integrating college affairs and applications to manage and distribute the funds automatically in various heads and back office functions related to technology, services and resources students database is maintained through this software. ? Personnel Management Information System (PMIS) maintains records of employees and the service books are online which are updated periodically. ? Withdrawal and disbursement is online treasury. Salaries, arrears and GPF are credited through digital mode to individual bank accounts. ? Payments of purchase of any type of items/printing of college magazines and prospectuses/ payment to PWD department for repair and New construction are made through RTGS/NEFT ? General Provident fund statements National Pension Scheme record of the staff is maintained through digital mode. ? Regarding scholarship of the students, online applications are received and documents are verified online by the college. Scholarship is credited through online digital system by the department of higher education. ? End Term Examination forms verification and university Roll No generation is managed through online system. Record of seating plan is kept digitally. MIS helps to settle the enquiries of students immediately. ? Internal assessment and term awards are uploaded and verified online and database is maintained digitally. ? Library provides, National Library and Information Services Infrastructure for

scholarly content (NList). It provides access to eresources to college students and faculty members through servers installed at the INFLIBNET Centre. Passwords are provided to the students/faculty members to access NList and record is maintained at the library. Library Cataloguing is available through networking facility provided by SOUL Software. Faculty of self financing course i.e. Bachelor of Computer Applications helps to maintain the college record digitally and trained the office staff. All India Survey of Higher Education data uploaded and maintained digitally.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

Our Institute is affiliated to the Himachal Pradesh University, which has set up separate Board of studies for under-graduate and post-graduate courses of every subject. These Board of studies work continuously to frame, upgrade and update the curriculum of their courses. Many of our faculty-members are also members of these Boards of studies. These teachers not only actively contribute in the making of the curriculum but also provide feedback on the implementation of the courses. In the year 2017-18 following members of our teaching staff were members of their respective Board of studies: Sr.No Name of Teacher Subject of Board of Studies 1 Prof. P.C. Kashyap Physics 2 Dr. Pankaj Basotia Philosophy 3. Dr. Deepshikha Bhardwaj Commerce 4. Dr. Mast Ram Physics 5. Dr. Nishtha Computer Application For the effective implementation of the curriculum, the college prepares a detailed time table of all the subjects according number of teaching hours allotted in the curriculum. For example in the subject of English four slots have been allotted per week per course for the major English and four slots per week for minor English and three slots per week for compulsory English. Therefore, in the timetable eight periods per week are allotted for English major and four periods per week for English minor. For effective curriculum delivery institute has included teaching by lecture method, evaluating the progress of the students by unit test, assignments and class quiz. This process and mechanism of effective delivery and implementation of the Curriculum can then be further elaborated in the following points as below: A. As early as the beginning of every academic session, a timetable committee is formed which chalks out the detailed programme for effective implementation of the Syllabus. This not only includes a faculty-wise, and teacher-wise separate timetable but through separate Heads of the departments, it is ensured that the timetable and syllabus are further divided into lectures, tutorials and Practical's. Through this division, an effort is made to ensure not only to complete the syllabus within the given time frame but that sufficient time is left for Seminars, Academic activities of various subject societies, assignments and exams for internal assessment etc. B. A provision for remedial classes and revision of syllabus is made for the needy Students. C. For effective delivery of the Syllabus, at least two classes every week of every subject are held in the smart classroom so that students may be

maximally benefited by the digital sources and the digital resources of the college can be utilized for effective delivery of the syllabus. D. To update and upgrade the subject knowledge of Faculty-members, they are encouraged to participate in various faculty-development programmes and other academic activities. E. The Continuous Comprehensive Assessment (CCA-pattern), is implemented in its full spirit, in which attendance, class-tests, assignments and tutorials and internal house - exams are implemented in every academic session.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Not Applicable	Not Applicable	Nil	Nil	Nil	Nil

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	Not Applicable	Nil

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

	Certificate	Diploma Course
Number of Students	0	0

**1.3 – Curriculum Enrichment**

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
UNDERSTAND HERITAGE SEC-1 HIST[A] 214	01/07/2017	41
AN INTRODUCTION TO ARCHAEOLOGY SEC -2 HIST[A] 215	01/07/2017	41
CRAFTS AND ARTISANS: LIVING TRADITIONS SEC-2 HIST[A] 218	01/07/2017	41
INDIAN HISTORY AND CULTURE SEC-3 HIST[A]317	01/07/2017	49
MUSEUMS AND ARCHIVES SEC -3 HIST [A] 318	01/07/2017	49
INTRODUCTION TO INDIAN ART SEC 3 HIST [A] 319	01/07/2017	49
UNDERSTANDING POPULAR CULTURE SEC-3 HIST [A]	01/07/2017	49



320		
DEMOCRATIC AWARENESS WITH LEGAL LITRACY POLS 501	01/07/2017	40
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	Nil
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## 1.4 – Feedback System

### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Feedback on Curriculum 2017-2018: The feedback on the curriculum was collected from the students, teachers, alumni and parents through questionnaire. Offline feedback on curriculum is taken by the respective subject teachers regarding suggestions on improvement of the syllabus, College ambience and environment, quality of teaching, Infrastructure and lab facilities, teaching methodologies and teaching learning processes, etc. The analysis of the feedback collected for the session 2017-2018 is done as follows. Student's feedback on Curriculum-</p> <ul style="list-style-type: none"> <li>• 11.67 percent of the students rated the course excellent and 66.67 percent very good as compared to the sequence that they have studied in the previous semester. On an average 16.67 students are strongly agree and 66.67 agree, with the current syllabus of the various programmes designed by the Himachal Pradesh University.</li> <li>• 70 percent of the students favored the relevance of the different courses in their syllabus. The curriculum is capable of supporting students in their higher studies as per the observation of UG students. However few students suggested that there should be smart learning environment.</li> <li>• Most of the students are in the opinion that syllabus is good enough to be completed on time without any extra load and the text books or reference books are in good correlation with the syllabus.</li> <li>• Students appreciated that sequence of credits to the course. 100 percent of the students rated this criterion excellent, very good and good.</li> <li>• Students are of opinion that, distribution of the content hours among the course component is excellent.</li> <li>• 50 percent of the students rated the evaluation system designed for various courses as excellent and 33.33 percent as very good, which indicates that most of them are satisfied with the examination system of the college.</li> <li>Parent's feedback on Curriculum-</li> <li>• Most of the parents are satisfied with the admission procedure and course program followed by the institution. However some parents suggested making the teaching more practical based and interesting.</li> <li>• 75 of the parents agree that test and reference books in market are easily available and are in accordance with the syllabus of the students.</li> <li>• 87.5 percent of the parents have good opinion regarding the availability of the text and reference books prescribed in the</li> </ul>

curriculum. • It is revealed that majority are satisfied with the treatment of the students in the college, as there is no bias on the basis of gender, cast, community, creed etc. The college has a positive and balanced academic atmosphere that enabled them to be successful in their life. • 82.5 percent of the parents consider that, their children are learning the relevant and quality syllabus, which will be helpful to them to make their future bright. • Analyses of workload on students indicate that parents are satisfied with workload in courses offered and the students are comfortable in coping with the workload. • Almost all the parents have appreciated the quality of teaching in college and 77.5 percent of the parents are satisfied with the achievements of their children. • 70 percent of the parents consider that evaluation system is good and much transparent. Only 2.5 percent parents rated the evaluation system average. Teacher's feedback on curriculum- • All the teachers have opinion that the syllabus is suitable to the course and is need based. Course and syllabus seems to be interesting from teacher opinion. • Aims and objective of the syllabus are well defined and clear to teachers and students. • 71 the teachers consider that very good numbers of prescribed books are available in the library. • Almost all the teachers agree that courses/syllabus have increased their knowledge and perspective in the subject area. • Prescribed books are relevant, updated and appropriate as rated by most of the teachers. • Except few teachers, most of the teachers are satisfied with teacher's rooms, class rooms, reading rooms. • Every teacher in the college feels free to adopt/ adapt new techniques and strategies of testing and assessment of students. Teachers agree that there is non-discriminatory and fair provision of their professional development. • 80 of the teachers have opinion that government provides adequate support to for upgrading their skill and qualification. 20 rated this attribute average. Alumni feedback on Curriculum- • 96 percent of the Alumni consider that College ambience and environment very good and 4 percent have opinion of average, which indicate that the alumni are satisfied with the overall academic environment of the college. • The alumni also had a good opinion with the quality and relevance of courses prescribed in the curriculum, but Improvement in facilities and employability of students need to enhance. • Most of the Alumni agree that faculty in the college are efficient and well qualified. • Almost 100 percent alumni observed that there is no bias in the college on the basis of gender, cast, community, creed etc. The overall academic atmosphere of the college is satisfactory to most of the UG students. • 48 percent of the Alumni have opinion that the atmosphere of the college is excellent and effective for delivery of the academic program and they have good learning experience. Moreover, these stake holders are highly satisfied with the quality of teaching in the college. • 20 percent of the Alumni observed that, Infrastructure Lab facilities in the college competences expected out of the course are average. • 60 percent of the Alumni were satisfied with the Library resources. • Alumni of our college consider that evaluation system is satisfactory and much transparent. 8.13 of students are of the opinion that more diverse teaching-learning methods should be adopted. Thus the feedback given by the stakeholders were analysed and suitable action was taken so as to satisfy the expectations of students, parents and employers. This further helped us to improvise our curriculum as per the expectations of the stakeholders. Most of the stakeholders are satisfied with curriculum and Teaching-Learning system of the College. Analysis of feedback from suggested- • To make teaching learning approach more interactive and supportive. • Improvement in facilities and employability of students need to enhance. • There is need of more College infrastructure and lab facility. Computer courses should be introduced as add on optional courses. • Library resources need to be updated. • More facilities and infrastructure in the college for research activity is required. • Need of adequate government support for upgrading teacher's skill. Action taken- • 95 students are satisfied with the faculty and teaching at College. HoDs are being advised to monitor the teaching-learning

process for further improvement. The teachers were advised to strengthen the areas of concern highlighted in the student feedback report and are asked to undertake more experiential teaching learning process and use of digital aids for enhancing teaching learning process. Field interaction, Guest lecturers, Industrial visits, were organised to make curriculum practical based and interesting. • Computer lab facility was enhanced, and Department of Computer science has applied for permission to run value added courses. • Initiative was taken to enhance more College infrastructure and lab facility. • Library resources were updated with more number of reference books. • Teachers were encouraged to take up more research based projects. • Teachers were encouraged to join more faculty development programs.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCA	BCA	40	115	115
BSc	BSc	260	830	721
BCom	BCOM	200	509	459
BA	BA	650	1506	1356

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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2651	0	43	0	0

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
43	43	8	6	6	8

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

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

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

2.3.2 Student mentoring system available in the institution Mentoring programme is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the teachers and students. Each teacher in all departments is assigned with the task of mentoring students. This programme is conducted at two levels group and personal. Effective mentoring begins with the faculty and depends on the healthy relationship between faculty and students. Institution has constituted a committee known as 'STUDENT CAREER COUNSELLING AND MENTORING CELL COMMITTEE'. Committee assign students groups to faculties (acts as faculty advisors) for providing guidance for each year during admission till the graduation. The

faculty advisors perform the following functions: • To maintain personal details of the students including their address, contact numbers, overall academic performance and progress. It will help the financial advisor in monitoring the academic growth of the students. It will also help the college in tracer studies of the alumni. • To advise the students regarding choice of electives subjects, streams e.g. commerce, science and arts, etc. • To counsel and motivate the students in all academic matters-direct or indirect. • To guide the students in taking up extra academic and professional activities for value addition as a member of the society. • To contact the parents/guardians of the students in case of their academic irregularities, behavioural changes, etc, through the Head of the Department or College. • To advise Principal of the College in matters of leave or absence, official recommendation etc. • To advise the students in matters of their career. • To Create WhatsApp group of students allotted to mentor for information sharing. Committee members are working as Faculty Advisors for the students. The faculty monitors their progress and reports to teacher-in-charge. This mentoring is for overall development of the student. Faculty advisor meets the students frequently and discusses various issues including class room lectures, laboratory performances, participation of seminar/conferences and technical event, any academic difficulty faced and career development.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2651	46	1:58

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
43	43	0	0	23

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	Nil	II, IV, VI	13/06/2017	31/10/2018
BSc	Nil	I, III, V	05/12/2017	22/04/2018
BCom	Nil	II, IV, VI	13/06/2017	31/10/2018
BCom	Nil	I, III, V	05/12/2017	22/04/2018
BA	Nil	II, IV, VI	13/06/2018	31/10/2018
BA	Nil	I, III, V	05/12/2017	22/04/2018

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

2.5.2 Reforms initiated on Continuous Internal Evaluation system at the institutional level CCA i.e. continuous comprehensive assessment system is

adopted by Himachal Pradesh University and its affiliated colleges for assessing students. The continuous Internal Evaluation component, which is allotted 30 percent of the total marks, consists of tests, assignments, seminar and marks for attendance. Rest 70 percent of the total marks are allocated to the final examination. Evaluating students continually has resulted in better overall performance by ensuring regularity and participation in assignments, class tests and practical's. The process of assessing students is impartial and transparent. Internal Assessment which is 30 of total marks is divided as follow: 1)5 marks are allocated for students attendance for which an attendance register is maintained with record of a students presence and absence in respective classes. 2) 15 marks are allocated for mid term papers which are conducted after completing 75 of the syllabus. Mid term papers are scheduled properly and the date sheet is put on the notice board. Students are given ample time to prepare earnestly for their exams. After assessing the papers, the same are shown to the students and a constructive feedback is given according to their performance. Their doubts and queries are also resolved satisfactorily. 3)10 marks are allocated for assignments and presentations. Students are encouraged to give presentations to enhance their confidence and sharpen their communicative skills. They are given regular assignments in order to develop critical thinking and good writing skills. The above components on the basis of which students are assessed internally have largely improved their overall performance. Evaluation goes beyond assigning numerical value to students' performance. It involves discussion with regard to expected standards of performance and reasons for the obtained evaluation. Students are encouraged to develop critical thinking and confidence by allowing them a platform wherein they can offer their perception based on independent thinking, and voice their opinions without any inhibitions. The students are tested at the end of every year to find out the outcome of their learning in the classroom. 70 of marks are allocated to the end semester examination. The University sets question paper in a way that the entire syllabus is covered. It comprises of varied question types like MCQ, True/False, short answer type and Essay type. Students are assessed fairly based on their understanding of concepts, writing skills and presentation. If dissatisfied with the marks obtained there is a provision of re-evaluating answer scripts at the University level.

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

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters The Academic calendar is formulated by the Directorate of Higher Education and Himachal Pradesh University Shimla before the beginning of an academic session and is followed thoroughly by respective colleges. The calendar enlists all the activities ranging from date of admission, mid tests, sports and cultural activities, end semester examinations, evaluation process and vacation schedule. The same is also published in the college Prospectus. At the beginning of every Academic session the Principal addresses the students and acquaints them with the rules and regulations of the college, various facilities and different activities. In addition to this, the teachers also interact with the students and give them an overview of academic activities

## 2.6 – Student Performance and Learning Outcomes

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

<http://www.gccm.ac.in/pressrelease.php?key=LEARNING-OUTCOMES>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage
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			appeared in the final year examination	in final year examination	
B.Com	BCom	Commerce	124	120	96.7
BA	BA	Arts	457	398	87.1
BSc	BSc	Science	210	202	96.2
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## 2.7 – Student Satisfaction Survey

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

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

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
International Projects	0	0	Nil	Nil
Students Research Projects (Other than compulsory by the University)	0	0	Nil	Nil
Projects sponsored by the University	0	0	Nil	Nil
Industry sponsored Projects	0	0	Nil	Nil
Interdisciplinary Projects	0	0	Nil	Nil
Minor Projects	0	0	Nil	Nil
Major Projects	0	0	Nil	Nil
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### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nil	Nil

No file uploaded.

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	1	Nil
International	Commerce	2	Nil
National	HINDI	1	Nil
International	Chemistry	1	Nil
National	History	1	Nil
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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	1
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	4	Nil	Nil
Presented papers	18	16	Nil	Nil
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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
RDC	NCC	1	28
Mega Mock Exercise For earthquake	NCC	2	35
Kargil Vijay Divas	Rover and Rangers	2	20
Scarf day	Rover and Rangers	2	20
Annual Camp	NSS	4	108
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#### 3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
RDC	Best college, best camper	NCC	2
State level Declamation	1st,2nd	NSS	2
State level	Best College	NSS	7
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#### 3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachta Abhiyan	NSS	Cleanliness	2	150
Voting awareness	NSS	Voting awareness abhiyan	2	50
<a href="#">View File</a>				

### 3.5 – Collaborations

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



Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
62.93	62.93

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nil	Existing
<a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	11106	2250024	400	162308	11506	2412332
Reference Books	2472	752524	18	32762	2490	785286

e-Books	3150000	0	0	0	3150000	0
Journals	7	8170	0	0	7	8170
e-Journals	6000	0	0	0	6000	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Library Automation	11819	0	0	0	11819	0
Weeding (hard & soft)	629	23933	0	0	629	23933
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	64	2	1	1	0	1	2	10	0
Added	0	0	0	0	0	0	0	0	0
Total	64	2	1	1	0	1	2	10	0

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

10 MBPS/ GBPS
---------------

4.3.3 – Facility for e-content

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

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.77	0.77	2.2	2.2

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

The college is a government institution and we follow the rules and regulation of Himachal Pradesh government. There is no separate policy and procedure for the maintenance and utilization of physical, academic and sports facilities at institutional level. However, for the growth, maintenance and development of the college, the Principal has made internal mechanism within the framework to ensure smooth functioning of the college. College has 21 UG Departments offering UGC Courses in addition to PGDCA Courses and to ensure proper maintenance of physical, academic and sports facilities each department has been allotted class rooms with adequate seating arrangement for students and teachers. In addition to class rooms departments such as physics, Zoology, Botany, Chemistry, Geography, BCA and PGDCA have been allotted laboratories with adequate equipments and computers. The departments that have laboratories are responsible for up keeping of instruments and computers. Cleanliness and maintaining the desk and chairs is the responsibility of Class -IV staff who work under the supervision of the facility caretaker. An inventory of furniture is maintained ensuring that all students have seating accommodation. Department reports problems pertaining to the physical facilities in the class rooms such as non functioning of lights, equipments, computers helps to ensure regular repair. Annual Maintenance Contracts/warranty for certain equipments/items such as aqua guard, geyser, projectors, computers, Kyans, networking, library automation and Wi-Fi are in place. Renewal of all the contracts is the responsibility of the College Office and supervision of maintenance of these facilities is taken care of by the respective departments. College lawns and ground are spacious enough to held athletics events and games such as volley ball, kho-kho, shotput which is maintained by the gardener. All financial expenditure is remitted by the college office for the maintenance of lawns and flower beds. Indoors games and culture activities are conducted in auditorium/multipurpose hall. The light and sound system in the auditorium is maintained regularly by the incharge of the auditorium. Plumbing issues and maintenance of facilities in the toilets are the responsibility of class-IV staff. The college generates its own funds by charging students under various heads like, Building fund, Cultural Activities Fund, sports fund, book replacement fund, Rovers and Rangers fund, NCC fund, in addition to the PTA fund. The college follows the stipulated government norms and procedures for the utilization of this revenue for the development and maintenance of the college.

[http://www.gccm.ac.in/pressrelease.php?key=131\\_61248\\_Notice\\_3529076774.pdf](http://www.gccm.ac.in/pressrelease.php?key=131_61248_Notice_3529076774.pdf)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Kalpana Chawla Chhatravritti Yojana , SC , ST , IRDP , OBC , Dr. B.R Ambedkar for EBC	16	92563
Financial Support from Other Sources			
a) National	Nil	Nil	Nil

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Workshop on Disaster Management and Fire Fighting Techniques	01/12/2017	150	Department of Fire Services H.P in collaboration with NSS Unit of the College
Workshop on Turning Ambitions into Reality	11/09/2017	50	Rajiv Gandhi Institute for Youth Development, Regional Centre Chandigarh in collaboration with NSS Unit of the College
Personal Counselling and Mentoring	15/07/2017	2651	Teaching Staff of the College
Yoga and Meditation	24/12/2017	110	NSS Unit of the College
PAHAL - Counselling for Drug Abuse	03/07/2017	280	Distt. Shimla Administration with NSS NCC
Voter Awareness Campaign	25/09/2017	500	Distt. Election Department Shimla
Counselling for Aids World Aids day	01/12/2017	250	Red Ribbon Club
Seminar on Nationalism and Organization of Youth Parliament	12/03/2018	260	Department of Political Science

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Career Counselling of Students by the Department of History	110	110	0	0

2018	Banking avenues after B.Com, organised by Commerce Department in collaboration with Bright Academy Chhota Shimla.	250	250	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
Nill	88	Nill	Nill	Nill	Nill

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

Items	Number of students selected/ qualifying
Nill	0

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

Activity	Level	Number of Participants
Welcome of new Comers/Fresher party	Institution Level	580
Inter College Badminton (Men Women Section)	Institution Level	376
Annual Athletic Meet	Institution Level	380

College Annual Function and Cultural Programme Institution Level	Institution Level	600
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

5.3.2. True education aims at holistic and integrated development of an individual's personality. Since students are inalienable part of any educational institution, their participation in its activities is undoubtedly essential. Thus to ensure their active participation, the institution constitutes College Students Central Association (CSCA) every year purely on merit basis. The affiliating University has set strict guidelines to be followed while constituting CSCA. The main functions of CSCA are as follows: • To ensure the maintenance of proper academic atmosphere and orderliness amongst the students • To act as a bridge between college authorities and students • To convey students' grievances to the authorities • To provide feedback regarding teaching learning process • To help in the organisation of academic, cultural and sports activities in college • To promote corporate, social and cultural life of students and to train them in their duties, responsibilities and rights of citizenship • To promote opportunities for the development of the character, leadership, discipline and spirit of service among students • To coordinate and integrate the activities of various committees/societies/clubs in the college. CSCA comprises of President, Vice-President, Secretary and Joint Secretary. They are nominated on the basis of merit in the previous year examinations. Apart from this we have Class Representatives as well. They are also nominated on merit basis from different classes. Besides this, due representation is also given to outstanding students from various fields like Sports, Cultural, NSS, NCC, Rovers and Rangers, and Clubs and Societies. Adequate representation is also given to the students in various important committees of the College like IQAC, RUSA etc. The meetings of these committees are convened at regular intervals. These members give their suggestions and their suggestions are given due consideration for the overall development of the Institution. In the Session 2017-18 Vijay (BSc V Semester) was nominated as President, Amit Kumar (B.Com V Semester) as Vice President, Shubham (BA I Semester) as Secretary and Sandeep (BCA I Semester) as Joint Secretary of the CSCA. In addition we had 8 Class Representatives from different streams/ classes, and 12 nominated members from various fields like NSS, NCC, Rovers and Rangers, Sports, Cultural and Clubs and Societies. Meeting of the CSCA was held with the Principal and Advisory of the College on 8th September 2017. The outcome of the meeting was that all members of the CSCA assured their cooperation and support in all the developmental activities of the college. CSCA remained active throughout the year and extended their support in organising various activities like Workshops, International Conference, Inter College Badminton Championship, Annual Athletic Meet, Annual Prize Distribution Function etc. They also helped in maintaining discipline and proper academic atmosphere in the College. They also raised issues related with the teaching learning process and physical

facilities of the College.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

272

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Two

### **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### **6.1 – Institutional Vision and Leadership**

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

The college has a highly decentralized structure to facilitate ease of working and to encourage participation. This is inherent in day-to-day functioning of the college and its decision-making processes to do their best. The college has an exhaustive list of 50 committees constituted at the beginning of each academic year. EXAMPLE 1: ANNUAL PRIZE DISTRIBUTION FUNCTION The college organized the Annual Prize Distribution Function. Various initiatives were undertaken by the Principal, IQAC, different departments and committees of the college involving wider participation of the staff and students through decentralization and participative mode of functioning. The faculty, non-teaching staff and the student council worked in association with each other towards framing and finalizing the whole programme under the supervision of Principal. Through constant communication and meetings between the principal and the staff, major decisions were taken. The invitation committee made all the arrangements regarding printing and distribution of invitations. The purchase and fund committee collaborated and took decisions in their respective arenas. Also open and careful consideration were taken from students. In addition, the prize and certificate committee held meeting with organising secretary in order to decide about the prizes and certificates that were to be given to the meritorious students, NSS volunteers, NCC cadets and Scouts and Guide leader. Many responsibilities were delegated to various committee conveners and their teams, like Advisory, Cleanliness, Hospitality, Reception, Scholarship, Discipline, Library, Media Committees, etc in order to focus on every minute detail and its successful implementation. The nonteaching staff was also assigned various duties like printing and sending of cards, cleanliness, etc. Roles, responsibilities and specific duties were systematically allocated to members of the staff to ensure regulation and efficiency. All the committees of the college were involved in organizing the programme, through activities related to their specific domains. The success of the programme was the result of the coordinated efforts of the whole college involving principal, teaching and non-staff and the students. EXAMPLE 2: INTER-COLLEGE BADMINTON CHAMPIONSHIP IInd Practice our institute follows a standardized procedure in conducting its operations through decentralization and participative management. One such explicit example was the organization of the Inter- College Badminton Championship. Principal and organizing secretary arranged a meeting with the in-charges of the various committees to take

decisions regarding budget and allocation of duties related to event for this purpose. Organizing secretary and the concerned committee held a meeting to decide the number of individual and team trophies to be given to the winners and the budget was finalized. The sports department sought involve men to all other departments to organize and execute the event. It was decided that officials like chair umpire, service umpire and line judge for each court during a tournament would be arranged, for line judge we arranged for an academy player, but for service Umpire and Chair umpire we looked for people who had solid knowledge about rules of badminton. The transport and boarding-lodging committee made necessary arrangements for providing transportation and services to settle the accounts.

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

Yes

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	<p>Admission of Students: Admissions are done strictly as per H.P. University guidelines. For admission process, the publicity is well planned. The process is put on the website of the college.</p> <p>The prospectus/website has ample information on admission-related topics such as: range of courses, process of admission (with dates, time and venue for various courses), eligibility and reservation criteria, faculty-related, academic, administrative and financial aspects etc. Website of college is regularly updated and contains all pertinent information. Admission to various classes is purely on merit basis.</p>
Industry Interaction / Collaboration	<p>Industry Interaction/Collaboration: During 2017-2018, a number of steps have been reserved to safeguard that in today's knowledge economy, College produces graduates who have outstanding knowledge and training to meet the needs of the employer, or who can be entrepreneurs, and thus contribute to economic development of nation.</p> <p>20March 2018: to facilitate students, the Placement Cell organized a talk on 'Jobs and the skills of Future' by reputed experts Mr. Praveer Thakur (ASP Shimla) and Dr.Janak Raj( Neurosurgeon IGMC Shimla).</p> <p>5th-6th April 2018: Career Counselling and Placement Cell also organized Job Placement / Campus Drive. 500 participants from all over the state took activeparticipation in this drive. Students from various colleges RGGDC Kotshera, RKMV, Centre</p>



of Excellence Sanjauli, GDC Chopal ,GDC Mandi and GDC Kullu participated in this campus initiative. Training programmes like Mock Interviews, Group Discussions, and Communicative Skills Workshop were also organised. Taking its working and functioning into account, the Career Counselling and placement cell emerges as a helpful from counselling the students to boosting their morale.

**Human Resource Management**

**Human Resource Management:** Fully realizing the significance of human resource management, the college works towards attracting and maintaining a competent, committed and satisfied work force. The faculty and other staff regularly attend orientation courses/refresher courses and other training programs. It is ensured that the college takes decisions with regard to teaching and non-teaching staff within the parameters provided by: - UGC - H.P. University .Duties/responsibilities are assigned as per qualifications and aptitudes. A regular performance appraisal of teaching and non-teaching staff is done . Everybody is encouraged to take upon diversified responsibilities in their respective fields for their personal growth. Faculty development and faculty empowerment mechanisms are used in the college. The suggestions of the employees are considered vital inputs for plans and strategies of the College. Achievements of the faculty are recognized at important functions and recorded in the college magazine.

**Library, ICT and Physical Infrastructure / Instrumentation**

**Library, ICT and Physical Infrastructure / Instrumentation:** The college provides the facility of library and reading room to its students and teachers. College library subscribes to 13daily newspapers, 14 magazines, 07journals, 11106 text books, 2472 reference books. The library is connected to information service infrastructure for scholarly content (N-List) jointly run by UGC\_IIT Delhi. This project provides free access to more than 3150000 e-textbooks and more than 6000 e-journals to the students and faculty members. The college has an effective management Information system that caters to diverse functions related to all

teachers and students. College has 02 computer labs, 64 computers with BSNL Broadband internet 10MBP connection facility. Office, departments and library are ICT facilitated. There are 19 well furnished classrooms, 06 well equipped laboratories, 02 classrooms with LCD facilities, 03 classrooms with Wi-Fi/Lan, 01 seminar hall with ICT facilities, 01 multi-purpose auditorium and a playground.

Research and Development

Research and Development: The academic development of the faculty is continuously facilitated through faculty development programmes workshops, seminars, conferences and sensitization programmes. All departments are motivated to apply for seminars/conferences/workshops. Faculty is encouraged for engaging in research and submitting publications, and also for pursuing doctoral research. Provision for study-leave and duty-leave is made use of by the faculty optimally to attend national/international seminars/workshops/conferences.

Examination and Evaluation

Examination and Evaluation The college abides by the examination rules and guidelines specified by the HP University with regards to the conduct of semester exams and results. During the session mid-term examinations are held for continuous assessment of the teaching learning outcomes in terms of theory and practical. The college awards internal assessment to the students on the basis of following parameters: mid-term examination, attendance of the students, class participation, seminars/presentations/assignments by the students, class tests, and performance in practical. Awards of internal assessment are uploaded on e-portal. For ensuring transparency the college shows the answer-sheets to the students and teachers guide about the shortcomings and suggest improvements. Many faculty members are active members of University appointed examination committees viz. committee of courses, paper setting etc. The college offers itself for evaluation of exams by becoming evaluation centre for various subjects conducted by the University for undergraduate exams. Almost all

<p>Teaching and Learning</p>	<p>faculty members are involved in the evaluation of examination scripts.</p> <p>Teaching and Learning Teachers use a combination of the strategies listed to make lectures interesting and optimize learning. Some of the methods were taught in college in staff seminars, some were learnt when the faculty were sent by the college to attend orientations, refreshers, inductions programmer workshops conducted by Indian staff training centres and other institutes. Continuous upgradation of infrastructure is done to incorporate more and more learner facilities. Students have been provided with computer access in common facilities like the library and ICT labs. Students with greater aptitude and self-motivation are encouraged to share their approaches to learning. Workshops, seminars and development opportunities are regularly organized. In order to create an engaging, motivating, and intellectually stimulating learning experience, teachers adopt latest teaching tools. Hands-on experience for science students is to be increased. The correlation between research related aspect and teaching at the right stage is being considered important. Learning resources: library, laboratory, ICT is made easily available to learners.</p>
<p>Curriculum Development</p>	<p>Curriculum Development The curriculum for all the courses is prescribed by the H.P University. Our institution follows the curriculum prescribed by H.P. University. The college faculty has contributed in designing the curriculum as the members of Board of Studies, H.P .University. The annual academic calendar is prepared according to the university calendar. Faculty maintains a personal diary for effective academic planning and implementation of the curriculum. The college encourages faculty to attend orientation courses and refresher courses to acquire and enhance their skills to effectively deliver the curriculum. Faculty members of RGGDC represent the college on several curriculum revision committees when these are created by the H.P. University or others. The skill, understanding and expertise of the</p>

faculty are highly regarded.

#### 6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Finance and Accounts	<p>Finance and Accounts: With the aim to produce immediate information in finance and Accounts i.e. "Single Click Accounting", the principal office of the College is fully e-governed. The college uses the software for the transparent functioning of Accounts department of the state. The service books of all the staff members are linked with the state government portal and any staff member can check their service book and salary slip by online with their protected treasury code and employee ID.</p>
Planning and Development	<p>6.2.2: Implementation of e-governance in areas of operations: Planning and Development: To use the Information and Communication Technology (ICT) in the process of planning college-events and activities, institute uses personal e-mails and WhatsApp groups to share the requisite information with staff and student as well. Important notices and reports are also circulated via e-mails or WhatsApp and posted in college website <a href="http://www.gccm.ac.in">www.gccm.ac.in</a> time to time. The proper mechanism of feedback is adopted to collect the information and facts from the all stakeholder during the plan formulation and implementation for the development of the institution. E-governance is the integration of Information and Communication Technology in all the working processes of the system. It aims to minimize the manual efforts and improve the communication, create transparent system, and to be cost and time effective. To facilitate the same college is using Leo software to address the student issues like, Admission, Examination, filling of registration form, check the subject combination, and updating the result related issues etc. The CSCA of the college is also involved in the planning and execution of various plans for the college. These policies and plans are implemented through constitution of various committees. The advisory committee consisting of the senior and experienced faculty members advises the Principal on various</p>

important issues time to time. The Principal convenes the meetings of conveners of various committees on regular basis to obtain feedback from the stakeholders (Teacher, Non Teaching staff and student members of the various club and societies of the college) and comprehensive directions are issued to implement various works and programmes accordingly. INFILBNET is available in the college library to access the e-books and journals on line. N-List has been prepared and SOUL 2.0 software is functioning efficiently in the library. A special IT zone with four computers has been provided to the students for accessing the e-resources through INFILBNET.

Administration

Administration: The organizational structure of the institution facilitates and helps in efficient functioning of the college. The Department of Higher education headed by the Secretary (Higher Education) and the Directorate of Higher Education are the apex bodies where from policies, programmes and directions pertaining to college education are issued for the implementation by the college in ground level. The decision making process of the college is transparent and fair. Decisions are taken as per the guidelines of the government for the needs of the students and other stakeholders of the institution. The decisions pertaining to different departments are taken in consultation with their respective Heads and other staff members. The matters relating to the library like purchase of new reference books and journals and up gradation of technology etc. are discussed with the Librarian and other members of the library committee and decisions are taken and implemented accordingly. All the administrative and financial decisions are taken in consultation with the purchase committee, the Bursar and the administrative staff of the college. The college Advisory Committee and the CSCA Advisory Committee plays an important role in decision making related to the welfare of the students as well as the maintenance of the furniture and building. The RUSA cell of the college is constituted to make decisions regarding effective

implementation of newly introduced UGC (CBCS) system and utilization of RUSA Grant. Above all, the Advisory Committee of the college consisting of senior faculty members is the main decision making body in matters such as infrastructure development, campus beautification, carrier counseling and other matters related to the college development. Moreover, the IQAC of the college always plays an important role in the decision making process. The Principal conducts the staff council meetings in which discussions are held with an open mind and in a democratic way. The Principal constitutes different committees which play an important role in the planning and implementation of activities in different domains of institutional functioning. All the issues related to the welfare of the stakeholders, the academic and non-academic matters are discussed and plans are made accordingly. The service matters of teaching and non-teaching staff such as service rules procedures, recruitment, promotional policies as well as grievance redressal mechanism is defined as per the rules of CCS, Govt. of H.P. and regulations of UGC. The staff in the college is also appointed by HEIS - a management committee under which Self-finance Courses are being run. Recruitment and terms and conditions of the staff appointed by this committee are as per the decisions of the said committee. The College campus and corridors is surveillance with 16 CCTV Cameras installed at various places. College staff uses smart phone with inbuilt social app like Gmail and WhatsApp to common

Student Admission and Support

Student Admission and Support: Student admission for the year 2017-2018 was made offline mode. Leo software has been purchased to fulfil the need of student admission, deposit of fee and fine as well as filling examination form etc.

Examination

Examination:-To achieve paperless communication in conducting the examination Leo software is being used, to generate cut-list, seating plan, hall-ticket, etc. To generate class wise roll call list for all classes, student fees records. Seating-

arrangement for university examination as well as other competitive examination, conducted by different agencies/commission in the college campus.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher course	1	18/06/2018	07/07/2018	21
Orientation Programme	1	07/08/2017	02/09/2017	21
Refresher Course, HPU, Shimla, H.P	1	17/07/2017	05/08/2017	14
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
43	0	23	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF, EPF, TWF	GPF, EPF	Fee Concession for IRDP/BPL, Tuition Fee

## 6.4 – Financial Management and Resource Mobilization

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

**6.4 Financial Management and Resource Mobilization** 6.4.1 Institution conducts internal and external financial audits regularly The college/Principal has constituted committees such as advisory committee and purchase committee for the efficient use of available financial resources to make purchases and monitoring the financial matters. The college office has skilled and efficient staff with adequate expertise for doing the routine financial work. The bursar of the college looks after the financial matters and provides necessary guidance while making purchases and financial transactions. The effective and efficient use of available financial resources of the college is ensured through a proper system adopted by the college. First of all, for any expenditure to be made a proper demand in writing is made by the concerned department with full details of requirement of the device, equipment, maintenance, infrastructure etc. to the Principal. The Principal after scrutinizing the application, grants permission and sanction to the department/official concerned for purchase after fulfilling all the coddle formalities as per the rules of purchase of the Government of Himachal Pradesh. A meeting of purchase committee is held on the receipt of the quotation/tender. All the official formalities are completed and done viz. preparation of comparative statement/supply order/voucher/stock entry/and issue of cheque to the concerned parties/suppliers and thus the record is maintained properly. The purchase committee of the college invites quotations and after scrutiny and comparing rates the supply order is placed to the firm which has lowest quoted rates. Purchases are also made from other agencies having rate contracts with the government or through GEM (Government e-marketing) portal. For making such purchases our institution strictly adheres to financial rules and regulations of the government. Funds generated through Self-Financing Courses and PTA is used under the regulations framed by the college as per the Government guidelines. Review meeting with staff council and various departments are also held to monitor the efficient use of financial resources. The college has healthy practice of settlement of funds within a stipulated period of time. Transparency and Financial integrity is maintained at every level in the college. Internal audit: The purchase committee, Internal Audit Committee/Stock Verification Committee and the Bursar of the college keeps a check on each and every payment of bills from the funds of different heads of the college regularly. Internal audit has been conducted in every financial year. External audit: The external audit of government funds is done by the accountant general of Himachal Pradesh through local audit committee of the office of Accountant General of Himachal Pradesh. The audit of Higher Education Institutions (HEIs) funds and the funds of self-financed courses is done through a registered Chartered Accountant (Mr. Anil Kumar).

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
In this sub-head the only source is parent's teacher association (PTA) Fund. During financial year 2017-18 College generated Rupees 10,01,518 (Ten lakh, One	1001518	Student Welfare



Thousand, Five Hundred Eighteen Rupee) from PTA Fund.

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6.4.3 – Total corpus fund generated

81808887

### 6.5 – Internal Quality Assurance System

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

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

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

1. All the cleanliness management in the college campus is met out from PTA fund with the approval of PTA 2. PTA provided fund for the repair and maintenance of college building and desk etc. 3. To ensure the teaching learning quality, PTA engaged teachers in different departments against heavy workload on the temporary basis against vacant posts.

6.5.3 – Development programmes for support staff (at least three)

Nil

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

1. Students of the college were taken on an educational tour to the cities of Mumbai and Goa to study the unique Geography, Economy and culture of these places 2. Initiative: Workshop on "Turning ambition into reality" in collaboration with Rajiv Gandhi National Institute of youth development, regional centre Chandigarh under ministry of youth affairs and sports. 3. Initiative: voter awareness campaign under the guidance of Electoral Literacy Club by Young Political Scientist Club

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Initiative : "Swachhta Pakhwaa" under Swachh Bharat Abhiyan celebrated through the aegis of	01/08/2017	01/08/2017	15/08/2017	300

	Central Govt. and regional directorate of NSS.				
2018	Initiative: Inter-College badminton championship under HPU	03/10/2017	03/10/2017	07/10/2017	500
2018	Initiative: International conference on "opportunities and challenges of 21st century" in collaboration with science and management society	07/12/2017	07/12/2017	09/12/2017	200
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
A talk was conducted by the faculty members of Gender Sensitization Committee throwing light on the availability of helplines for women(Police, Hospital)	22/08/2017	22/08/2017	120	70
Gender Equality: A Sensitization Programme was organized by Gender	12/09/2017	12/09/2017	70	100



		community					
2018	1	1	02/04/2017	3	Polio Vaccination	Polio Elimination Campaign	96
2018	1	1	13/07/2017	1	PEHAL Awareness Programme	Anti Drugs	180
2018	1	1	01/08/2017	15	Swachhta Pakhwara	To spread the message of Swachh Bharat Abhiyan	210
2018	1	1	23/08/2017	2	Tree Plantation	Plantation Drive	110
<a href="#">View File</a>							

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

Title	Date of publication	Follow up(max 100 words)
CCS RULES Education Code	Nil	Yes separate code of conduct (handbook i.e. prospectus) is prepared by the institute for the students. Student can visit to this Web Site Link: <a href="http://www.gccm.ac.in">www.gccm.ac.in</a> Teachers follow the code of conduct handbook of CCS (Central Civil Services) rules i.e. CCS (Conduct) rules 1964, CCS (Leave) Rules 1972, CCS (Pension) Rules 1972, HPFR-2009 etc and education code. HP Govt. Employees rules also available on Departmental web site: <a href="http://www.educationhp.org">www.educationhp.org</a> .

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NSS Volunteers actively participated and volunteered their services towards "Polio Elimination Camp of Health Department, Govt. Of Himachal Pradesh. Children below 5 years were	02/04/2017	04/04/2017	15

given Polio Vaccination at Old Bus Stand, ISBT and Lakkar Bazaar Bus Sta			
World Health Day was celebrated. Declamation and Painting Competitions were organized on the theme "Depression: Let's Talk	07/04/2017	07/04/2017	25
The District Administration, Shimla organized an Awareness Programme "PEHAL on Drug Abuse in Collaboration with the NSS and Rovers and Rangers Units of our College.	13/07/2017	13/07/2017	180
Swachta Pakhwara was observed under which a series of activities were carried out- A Special Lecture by Professor JP Sharma of Political Science Department followed by Cleanliness Drive in the College (5/08/2017 and 12/08/2017).	01/08/2017	15/08/2017	144
A Cleanliness Camp was organized at GLEN- a tourist site near the College- and in the adopted village 'Gawahi with the objective to create awareness on the issue among the masses by involving the local people.	14/08/2017	14/08/2017	85
Independence Day Celebrations were carried out with active participation of NSS Students in various cultural	15/08/2017	15/08/2017	64

activities			
A Tree Plantation Drive was carried out in the area below the College. 40 Deodar Saplings were planted	23/08/2017	23/08/2017	95
A Workshop on "Turning Ambitions into Reality" was organized by Rajiv Gandhi National Institute of Youth Development, Regional Centre, Chandigarh in Collaboration with the NSS Unit of Rajiv Gandhi Government Degree College, Shimla at RGGDC, Shimla	11/09/2017	15/09/2017	50
NSS Day was celebrated in the College auditorium.	24/09/2017	24/09/2017	138
A one day workshop on Disaster Management and Fire Fighting Techniques by the Station Fire Officer was organized by the NSS Unit which included a practical session on safety techniques and how to mitigate damage followed by an Emergency Drill.	01/12/2017	01/12/2017	150

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

1. Landscaping the college campus with trees and plants. 2. Availability of the pedestrian path ways to avoid vehicles. 3. Campus Cleanliness drives conducted from time to time. 4. Provision of rain harvesting tanks to avoid fresh water consumption and reuse of water . 5. Ban of plastic in the campus.

**7.2 – Best Practices**

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

7.2 Best Practice 1. Title of the Practice:-Annual Youth Plenary. 2. Objective of the Practice 1) To establish the Young Political Scientist's Club with the members from Department of Political Science along with voluntary students from any other stream. 2) To organize annual Mock Parliament in the college. 3) To

impart a practical hands-on experience of Parliamentary procedures to the members of the club. 4) To expose the members to the Democratic working and values of Constitution of India. 3. The Context Education is incomplete until a practical working of the theories learnt in the closed environment of classroom is executed by the learners. The same is more relevant and applicable in the case of students of Himachal Pradesh, a state with more than sixty per cent students from rural or tribal background. Therefore establishing the Young Political Scientist's Club and organizing a Plenary session and a mock session of Parliament of India would prove beneficial for the enthusiastic students of Political Science. 4. The Practice The Young Scientist's Club of RGGDC Chaura Maidan came into being in 2018 with a membership of 100 volunteers and an executive committee comprising twelve members with the Head of The Department of The Department of Political Science as its President. (See the documents attached) 5. Evidence of Success 1. The first Plenary session of the club was held on March 12, 2018 with sixty delegates participating the session. The session was presided by Professor Harish Thakur, Head of the Department of Political Science H.P University as the Chief Guest and Professor Joginder Saklani, Assistant Director HRDC, H.P. University was invited by the club as the invited speaker at this event. 2. As a result of exposure to the discussions and debates in the well of the Mock Parliament, the members learnt the tricks of good Communication skills and skills of public speaking. Mr. Vivek Banchaik, the best orator of our Plenary session went ahead to become the Best Orator at the Inter-College events and many other competitions at the state level 6. Problems Faced and Resources Required This practice proved to be a successful one although it was a big challenge to initiate the students to shake away stage fright and hesitation of public speech to begin with. Eventually students overcame their hesitation by consistent support and encouragement by the dedicated teachers.

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

<http://www.gccm.ac.in/pressrelease.php?key=BEST-PRACTICES>

### 7.3 – Institutional Distinctiveness

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

7.3:- Institutional Distinctiveness Government Degree College Kotshera boasts of an excellent performance in the field of sports and games. Students are provided rigorous and professional training in twenty five different games in the college campus. The college boasts of a number of indoor as well as outdoor facilities for training and practice of the students a majority of who hail from rural background. We provide them a state of art gymnasium, table tennis, badminton and basket ball courts for a consistent training throughout the session. Upholding the mission of the college to support the sports talent among its students, the college purchased a new Boxing Ring of the latest model for the practice of the students inside the campus. The students had to go outside the college for this facility prior to this initiative. Maintaining its past tradition of encouraging the collaborative initiatives in sports, this year too, the college organized the State level H.P. University Inter-College Badminton Championship for Men and Women in the college w.e.f. October 3 to 7, 2017. Twenty two teams of women and 48 teams of Men participated in this event. The badminton team of our college bagged the first position in this championship and participated at the All India Inter-University level Badminton championship. The college Boxing team also stood first in the H.P. University Inter-College Boxing Championship 2017-2018 and the team members went on to participate in the Inter-University Championships. The college Volleyball team stood first in the H.P. University Inter-College Volleyball Championship

2017-2018 too. Fifteen students from our college participated at the North zone and All India Inter-University level championships in the games of Badminton, Boxing, Kho-kho and Wrestling .The overall tally of medals won by our students in the various sports at the State level is :- Gold:-09 Silver: - 05 Bronze:-03 Therefore we are proud that our students are able to make the best use of the best facilities that the college provides them and are able to bring distinction to the institution in the field of sports and games.

Provide the weblink of the institution

<http://www.gccm.ac.in/pressrelease.php?key=INSTITUTIONAL-DISTINCTIVENESS>

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

The IQAC reviewed the performance of the college during the previous session. A future plan dedicated to maintaining excellent quality of the teaching, learning, research, sports and overall personality development activities of the teachers as well as the students of the College was chalked out. An action plan to:- 1. Organize Conferences, Seminars and workshops where the teachers/students would be encouraged to actively participate and improve their knowledge, organizational and leadership qualities. Onus would be laid out to organize State level Inter-College level competitions in the field of Fine arts this year to generate the awareness about the various Fine arts amongst the students 2. Various clubs and societies of the college shall be encouraged to organize events to involve students in the community service, environmental and issue-based programs under Central and State Government initiatives or schemes. This year Aids awareness and Drug de-addiction campaigns, Legal Awareness projects and Disaster Management camps shall be taken on priority basis by involving NCC unit, the Red Ribbon club and Rovers and Rangers. 3. A proposal to engage NSS students in social and community welfare programmes like adult education was made and that the activities would be organized at the Gawahi village located near the college. 4. Active participation of students in the smooth functioning of the college will be ensured by encouraging the CSCA of the college to assist the various initiatives of the college administration to upgrade the MIS of the college. Upholding the college's tradition of providing the best and most conducive environment for sports and games to the students, the IQAC proposed to upgrade the sports ground and Boxing Ring of the College. 5. Initiatives should be taken to improve the facilities of health hygiene of the students as well as staff. Quality improvement in the toilets and other fixtures to be improved and upgraded. The Women cell and Internal Complaints Committee to be involved for this purpose.