Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT COLLEGE CHAURA MAIDAN KOTSHERA SHIMLA**
Name of the head of the Institution	**Dr. Inderjeet Singh**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01772653291**
Mobile no.	**9418049203**
Registered Email	**principal.kotshera@gmail.com**
Alternate Email	**inderjeetsinghgc@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)	https://gccm.ac.in/AQAR_2014-15.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://gccm.ac.in/documents/calendar.JPG

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	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-2020**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**01-Jan-2003**

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

Initiative: Swachta Pakhwada	15-Aug-2018 15	200
. Initiative:	16-Jul-2018 1	56
Initiative: -	02-Oct-2018 1	70
Initiative:	28-Sep-2018 1	200
Initiative: Improvement of infrastructure by making shed and fittings of water lifting in the college	12-Sep-2018 365	3000

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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 Kotshera	RUSA	MHRD	2019 0	0
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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	[View Uploaded File]
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. Various clubs and societies of the college were 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, Gender equality, Drug deaddiction and Disaster Management camps and campaigns were taken on by involving the Red Ribbon club and Rovers and Rangers. 2.Various state level and national level events in the fields of academics, sports, culture, arts and other vocational skills were organized throughout the session 20182019. 3. A village named Gawahi, located near our college was adopted by the NSS unit of our college this year during the celebration of the Swatchta Pakhwada w.e.f. 1 to 15th August, 2018.The student volunteers of NSS unit presented nukkad naataks to educate the villagers of Gawahi about their responsibility towards preservation of the treasure of natural resources of their area during this camp.. Literacy drive by the NSS volunteers also empowered the illiterate adults of the village. 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. Various initiatives in assuring quality enhancement of the Institution in terms of MIS, General Infrastructure were undertaken by the cell.

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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
The IQAC reviewed the performance of the college during the previous session. A plan of action 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 issuebased programs under Central and State Government initiatives or schemes. This year Aids awareness and Drug deaddiction 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	Achievements and Outcome A plan of action 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 in beginning of the year. Important outcomes are as below: 1. Improvement in Infrastructure: Infrastructural up gradation of College Auditorium by purchasing laminated boards and wall paneling. Also improvement of infrastructure by making shed and fittings of water lifting in the college 2. New facilities of sports and new purchases in laboratories. Institution purchased various need based sports items to improve sports facilities. Some laboratory equipments and Chemicals for Chemistry Laboratory were also purchased CCTV Cameras were installed in the campus to watch all ongoing activities and have surveillance of the campus. 3. Awareness Generation programmes 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

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.	Government initiatives or schemes. This year Aids awareness and Drug deaddiction 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. 4. Welfare Initiatives NSS students conducted 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. 5. Health and Hiegiene: 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. Upgradation of health and hygienic facilities for girls by purchasing vending Machines. HIV/AIDS Awareness programme by Red Ribbon Club

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018
Date of Submission	28-Feb-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Does the Institution have Management Information System? Yes If yes, give a brief description and a list of modules currently operational. 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. MIS will be instrumental in getting the things done by providing quick and timely information to college staff council and college advisory. 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 through treasury. Salaries, arrears and GPF are credited through digital mode to individual bank accounts. ? Payment 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. ? Institution has the mechanism for well planned curriculum delivery and documentation.

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. Due to extreme geographical conditions, the implementation of semester based examination system became very difficult, therefore, in the year 2018-19 and onwards, the examination and evaluation system was changed to Annual Examination System from semester system. In the year 2018-19 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 Dr. Pankaj Basotia (Philosophy) 2. Dr. Deepshikha Bhardwaj (Commerce) 3. Dr. Anju Sharma (Zoology) 4 Dr. Bhupinder Singh Dogra (Pub. Admn.) 5 Dr. Mast Ram (Physics) 6 Dr. Rajeshwari Negi (journalism & Mash Communication) 7. 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. 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

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
NIL	NIL	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
Nill	NIL	Nill
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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
Nill	NIL	Nill

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
AN INTRODUCTION TO ARCHAEOLOGY	01/07/2018	63
CRAFTS AND ARTISANS: LIVING TRADITIONS	01/07/2018	63
DEMOCRATIC AWARNESS WITH LEGAL LITRACY	01/07/2018	42

HUMAN RIGHTS, GENDER AND ENVIRONMENT	01/07/2018	57
MEDICAL DIAGNOSTICS	01/07/2018	26
APICULTURE	01/07/2018	26
SERICULTURE	01/07/2018	20
AQIARIUM FISH KEEPING	01/07/2018	20
COMPUTER APPLICATION OF OFFICE MANAGEMENT	01/07/2018	18
DISASTER MANAGEMENT	01/07/2018	75
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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
Nill	NIL	Nill
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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
Feedback on Curriculum 2018-2019: The feedback on the curriculum for session 2018-2019 was collected from the students, teachers, alumni and parents. The examination of the feedback collected opened up the following information. Student's feedback- • Most of the students rated the course excellent (35.71) and very good (50) as compared to the sequence that they have studied in the previous semester and they have opinion that syllabus is good enough to make them competent for future study. • Almost all the students favored the relevance of the different units in their syllabus. Students are of opinion that syllabus is good enough to be completed on time without any extra load. • 96.43 percent of the students consider that the text books or reference books are in good correlation with the syllabus. Parent's feedback- • Most of the parents are satisfied with the curriculum as revealed from the examination of the feedback collected for the session 2018-2019. Parents consider that course program is very good and can be completed on time. They also have a good opinion with the quality and relevance of courses, test and reference books in market, quality of teaching and evaluation system of the college. Alumni feedback- • Most of the alumni (95) consider that college ambience and environment is very good for study and they have good learning experience. The college has a positive and balanced academic atmosphere that enabled them to be successful in their life. • 40 percent of the Alumni consider that, Infrastructure and Lab facilities in the college are average. • Alumni of this college have appreciated the relevance and quality of syllabus, Library resources and evaluation system and quality of teaching in the college.

Teacher's feedback- • 100 of the teachers have opinion that the syllabus is suitable to the course and aims and objective of the syllabus are well defined and clear, but 10 of the teachers consider that syllabus is not need based. • 65 of the teachers supported the fact that there is a good balance between theory and application, but some teachers, especially of science faculty are of opinion that there is need to make teaching more practical based. • 90 of the teachers agree that the environment in the college is conducive to teaching and research. Analysis of feedback from suggested- • There is need of more college infrastructure and lab facility. • To make teaching more practical based, equipments are required especially in science labs. • More facilities and infrastructure in the college for research activity is required. Action taken- • Teachers and students were encouraged to organize/attend conferences, seminars and workshops to improve their knowledge. Field interaction, Guest lecturers, Industrial visits, Science exhibition and educational tour were organized to make curriculum practical based and interesting. • The newly constructed Administrative and Science block was inaugurated to enhance college infrastructure, lab facility and research activity. • Equipments for science laboratories were purchased to upgrade the lab facilities and to start research activity in the college.

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
BA	Nill	650	1609	1509
BCom	Nill	200	659	609
BSc	Nill	260	1071	1018
BCA	Nill	40	120	120
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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
2018	3256	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	Numberof 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? Give details. (Maximum 500 words) 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
2980	44	1:68

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	19

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
Nill	Nil	Nill	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	Nill	Sem. IV, VI, I Year	14/06/2018	24/10/2019
BSc	Nill	Sem. III, V , I Year	23/11/2018	18/04/2019
BCom	Nill	Sem. IV, VI,	14/06/2018	24/10/2019

		I Year		
BCom	Nill	Sem. III, V , I Year	23/11/2018	18/04/2019
BA	Nill	Sem. IV, VI, I Year	14/06/2018	24/10/2019
BA	Nill	Sem. III, V , I Year	23/11/2018	18/04/2019

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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 at the institutional level. The college follows continuous comprehensive assessment (CCA) in accordance with the norms and guidelines of H.P. University Shimla. This mechanism of assessing students is fair and transparent. Under this system, 70 of the total marks are allocated to the end semester/ annual examination, and 30 of the total marks are allocated to internal assessment. At the commencement of every academic year, the students are made aware of the continuous internal evaluation mechanism which includes nature of question papers, marking scheme, various types of evaluation methods and the marking weightage to be given. The process of internal evaluation, which is allocated 30 marks, is robust and impartial. The division of the marks is stated below: 1) 5 marks are allocated for students attendance for both semester and annual system. For this attendance register is maintained recording a students presence and absence in classroom. 2) 15 marks are allotted for mid term examination if students are appearing under semester system and 10 marks for mid term if students are appearing under annual system. The schedule for the mid term is displayed well in time on the notice board to give students time to prepare well for the upcoming tests. After assessing the mid terms, papers are shown to the students, who then are counselled according to their performance. 3)10 marks are allocated for assignments, presentations etc. under semester/ annual system. To improve their comprehensibility, critical thinking and writing skills students are assigned assignments and are also motivated to give presentations to boost their confidence and enhance their communicative skills. 4) If a student is appearing under annual system 5 marks are allocated to class tests as well, which are important to analyse whether the students have been able to successfully comprehend the concepts or need revision of the same. Feedback given on the basis of these tests clarifies their doubts thereby improving their overall performance. As stated above 70 of the total marks are allotted for the end term/ annual examination of a particular course. The question paper set by the University covers the entire syllabus and the effective questioning judges the comprehensive ability of the students.

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 Before the commencement of the academic session, an academic calendar is prepared by Directorate of Higher Education and HPU University, Shimla for the smooth running of the colleges. The calendar schedules various college related activities from date of admission, mid-term tests, and cultural activities to final examination and its evaluation. The number of teaching days is also clearly mentioned in the calendar and is earnestly followed by the teachers. One finds a clear mention of the vacation schedule as well. The academic calendar is also published in the prospectus for the students to brief them about the activities. Besides, when the college begins the Principal addresses the students and orients them with functioning of the college and the different activities that would be organized in the

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=122_61248_Notice_1679938480.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BSc	Science	192	164	85.4
Nill	BCom	Commerce	133	129	96.9
Nill	BA	Arts	422	392	92.8
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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
Total	0	0	Nill	Nill
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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	Nill	Nill
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
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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	0

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)
International	COMMERCE	2	Nill
International	HISTORY	1	Nill
International	CHEMISTRY	2	Nill
International	COMPUTER APPLICATION	1	Nill
International	ZOOLOGY	1	Nill

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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	2

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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
Sub-chronic diclofenac sodium induced alterations of alkaline phosphatase activity in serum and skeletal muscle of mice	SHALINI CHAUHAN	Indian J of Experimental Biology	2019	2	Deptt of Biosciences H.P. University	2
POTENTIAL RISKS OF ABERRATIONS	SHALINI CHAUHAN	The Ecoscan	2018	1	Deptt of Biosciences H.P. University	1

IN BONE HISTOLOGY AND MYELOT OXICITY AFTER CONTINUOUS DICLOFENAC USE IN BALB/C MICE MODEL						
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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
Nill	SHALINI CHAUHAN	Nill	Nill	2	2	Deptt of Biosciences HPU

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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	1	1	0
Presented papers	14	8	0	0

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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
Legal awareness camp	NSS	2	53
Youth Par element	NSS	1	6
Education camp	NSS	0	2
Disaster Management	NSS	2	20
Run against drug abuse	NSS	2	50
Independance day	ROVER RANGERS	2	80
Tracing camp	NCC	1	18
Para sailing camp	NCC	0	6
Shooting camp	NCC	2	20

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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
Participated in pre rd camp at Rajasthan	Participation	NSS	1
State level Mega camp at Hamirpur	Participation	NSS	5
Ek Bharat Shresht Bharat	Particiaption in drill competition	NCC	1
[View File](#)

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 activites	Number of students participated in such activites
Sadbhawna divas	NSS	Seminar	2	30
Drug Abuse	NSS	Poster making, slogan righting, declamation	5	45
Earth day	Rover and rangers	Slogan righting	4	15
[View File](#)

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	0	0	0
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
00	Nill	00	Nill	Nill	Nill
No file uploaded.

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

0	Nill	0	Nill

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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
81.25	81.25

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Nill	Existing

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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	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10877	2388299	13	5655	10890	2393954
Reference Books	2490	785286	108	31990	2598	817276
e-Books	3150000	5900	0	0	3150000	5900
Journals	3	1410	0	0	3	1410
e-Journals	6000	5900	0	0	6000	5900
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Library Automation	0	0	0	0	0	0
Weeding (hard & soft)	0	0	0	0	0	0

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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	Nill

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	Nill

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 incurredon maintenance of physical facilites
0.87	0.87	1.76	1.76

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)

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. 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

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 Chawala Chhatravritti Yojna, SC, ST, IRDP, OBC,Dr. B.R Ambedkar for EBC	10	68048
Financial Support from Other Sources			
a) National	Nil	Nill	Nill
b)International	Nil	Nill	Nill
View File			

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
Integrated Bharat Diwas- lecture on one Nation, one law	14/08/2018	110	Chhatar Pati Shiva Ji Study Mandal
Personal Counselling and Mentoring	01/07/2018	2980	Teaching Faculty of the College
Soft Skills (DSE Course)	01/07/2018	50	Department of English
Disaster Risk Reduction (GE Course)	01/07/2018	9	Department of Geography
Yoga	01/12/2018	57	Department of Physical Education

Yoga	24/12/2018	75	NSS Unit of the College
Meditation	24/12/2018	75	NSS Unit of the College
			[View File]

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 passedin the comp. exam	Number of studentsp placed
2019	Rojgar Mela by Skill Development Board of H.P	165	165	0	0
					[View File]

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		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	0	0	Nill	0	17
					[View File]

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	BSc	BSc	APG University	MSc
2019	1	BSc	BSc	Bahara University	MSc
2019	9	BSc	BSc	HP University	MSc
2019	1	B Com	B Com	Chandigarh University	M Com
2019	1	B Com	B Com	PG College Rampur	M Com

2019	12	B Com	B Com	HP University	M Com
2019	1	BA	BA	PG College Mandi	MA
2019	1	BA	BA	Shoolni University	MA
2019	24	BA	BA	HP University Shimla	MA
[View File](#)					

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
No file uploaded.	

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

Activity	Level	Number of Participants
Cultural Activities Farewell Party for Outgoing Students	Institution Level	552
Cultural Programme By CSCA	Institution Level	600
Youth Festival	Institution Level	512
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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	SILVER MEDAL (ALL INDIA UNIVERSITY BOXING)	National	1	Nill	BA 1ST YEAR	SAKSHAM
[View File](#)						

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

Since students are the main stakeholders in educational institutions, they should participate significantly in enhancing the quality of education. For this, the institution constitutes College Students Central Association (CSCA) every year as per the norms laid down by Himachal Pradesh University. The members of CSCA render their useful contribution in smooth functioning of the college and establish harmonious atmosphere within the institution. CSCA comprises of President, Vice-President, Secretary and Joint Secretary who are nominated on the basis of merit in the previous year examination. In addition to this we have Class Representatives. They are also nominated on merit basis

from different classes. Besides this, due representation is given to outstanding students from various fields in the college like Sports, Cultural, NSS, NCC, and different Clubs and Societies. Adequate representation is also given to the students in various important committees of the college like RUSA, IQAC, Women Cell, Subject Societies etc. The meetings of these committees are convened at regular intervals for the smooth functioning of the Institution. In the session 2018-19, Reeba (BSc V Semester) was nominated as President, Neha Garg (B.Com V Semester) as Vice-President, B. Suraj (B.A III Semester) as Secretary, and Hitesh Sharma (BCA I Semester) as Joint Secretary of the CSCA on the basis of merit in the previous year examination. In addition we had 7 Class Representatives from different streams/classes and 12 nominated members from different fields like NSS, NCC, Rovers and Rangers, Sports, Cultural, and Clubs and Societies. They were administered oath on 4th October 2018. Meeting of the CSCA was held with the Principal and Advisory of the College on 6th March 2019 to discuss general problems of the students and college. The second meeting of CSCA and Advisory Committee was held on 13th March 2019 to discuss and plan the CSCA Function and Farewell party. CSCA remained active throughout the year and provided full support in maintaining general discipline and proper academic atmosphere in the institution. They helped the college administration in organizing different academic, co-curricular and extracurricular activities. They worked for the welfare of the students and took care of the demands and grievances of the students. They also helped in coordinating the activities of various committees, societies, and clubs in the college and acted as a bridge between college authorities and students. Formation of CSCA makes students aware of their duties, responsibilities and rights of citizenship. It also provides opportunities for the development of character, leadership, discipline and spirit of service among students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

300

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)

Two Practices of Decentralization and Participative Management: 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 48 committees constituted at the beginning of each academic year. EXAMPLE 1: YOUTH FESTIVAL GROUP 1 In 2018 the college hosted Youth Festival Group 1 which is associated with creativity: debate, Quiz, elocution, on the spot painting and Rangoli etc. The event involved extensive planning – from liaising with the department of Youth Welfare, H.P. University and with the

other participating colleges. Principal, organizing secretary of the festival, arranged a meeting with the other teaching and non-teaching members of the various committees to make decisions regarding budget, release of Souvenir and allocation of duties. Organizing secretaries and the Youth Festival Group 1 committee took responsibility for making necessary arrangements. The boarding-lodging committee made necessary arrangements for providing transportation and services to participants and incharges. Judicial committee invited the judges from the approved list. The outstanding artists were selected by the selection committee. Furthermore, the announcements committee and prize distribution committee joined forces for smoother functioning. The Creative Committee of Students from fine art college along with students of our college was constituted to monitor the technical and creative setup. Organizing secretary held a meeting with the incharges of the certificate committee and prize distribution committee to decide about the certificates and prizes to be given to the winners, incharges, participants and student accompanists. At the ending, all the committees submit their statement of expenditure along with the bills to settle the accounts. EXAMPLE 2: ANNUAL ATHLETIC MEET llnd. 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 Annual Athletic Meet. The sports department sought involvement of all other departments to organize and execute the meet. The head of the physical education department, also the sports convener of the college arranged a meeting with the principal. Sports committee charted out the list of events to be held on the day of the meet and constituted the core committee for the purpose of the event. Further the plan for the pre- and post-meet activities was chalked out and teams were formed. It was followed by a meeting held to distribute duties to the respective teams. The core committee collaborated with all the team incharges to conduct the event. The certificate writing committee was given the task of writing the certificates and managing the trophies. In addition, there was a separate committee of students who were also given full freedom to organise and coordinate the meet. Furthermore, input from students of different streams helped in the success of the event.

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	Admission of Students: Admissions are done strictly as per H.P.University guidelines. In addition, new Annual system under RUSA for undergraduate courses gets also started. For the admission process, the publicity is well planned. The process is put on the website of the college. 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 the college is regularly updated and contains all pertinent information. Admission to

	various classes is purely on merit basis.
Industry Interaction / Collaboration	Industry Interaction/Collaboration: During 2018-2019, 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. It also holds a Mega Job Fest every year wherein reputed companies hire students. 17 September 2018, Sabal Bharat workshop organized for teachers of the public sector. The focus is to ensure adaptability and cultivate the right Meta skills amongst the young learners. 12 November 2018, Career Counselling and Placement Cell also organized a Capacity building workshop. The objective was to enhance the capacity of persons to develop competencies and skills that could make them more effective and sustainable. 24 March 2019, Job Placement / Campus Drive was organized for B.A,B.COM,B.SC.,B,TECH,BBA,BCA and students took active participation in this campus initiative. Reputed experts from Shoolini University Dr. Adash Sani focused upon important points related to the placement process. April 5th and 6th 2019: A placement drive was organized in collaboration with State Project Monitoring and New Initiative Unit Department of higher education H.P. The drive companies of national repute like Infosys, LG, Gold plans Glass and many more in order to generate and provides employment opportunities to students graduating from this college. So far 73 students have been offered jobs by the various companies in a placement drive. Our institution will be geared up for achieving our future goals by containing this placement activity through the active participation of College-Career Counselling and Guidance Cell. Many Add-on courses will be started from the next session I.e.2019-2020 to create entrepreneurs. 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 workforce. 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, 03 journals, 10890 text books, 2598 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-text books 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 libraries are ICT facilitated. There are 19 well furnished classrooms, 07newly added rooms, 06 well equipped laboratories, 02 classrooms with LCD facilities, 03 classrooms with Wi-Fi/Lan, 01 seminar hall with ICT facilities, 01multi-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. Similarly, in 2018-19 the Annual Examination system under RUSA for undergraduate courses gets started. 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 an evaluation centre for various subjects conducted by the University for Undergraduate Exams. Almost all faculty members are involved in the evaluation of examination scripts.
Teaching and Learning	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 the latest teaching tools. Hands-on experience for science students is to be increased. The correlation between research related aspects and teaching at the right stage is being considered important. Learning resources: library, laboratory, ICT is made easily available to learners.
Curriculum Development	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 faculty are highly regarded.

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

E-governace area	Details
Planning and Development	Planning and Development: To use ICT in the process of planning college-events and activities, institute uses personal e-mails and WhatsApp groups.

	Important notices and reports are also circulated via e-mails or WhatsApp and posted in college website: www.gccm.ac.in . 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 with Student, Examination, Finance Account, Employee, and Library Modules. 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 important issues time to time. Many a time, the Principal convenes the meetings of conveners of various committees to obtain feedback and directions are issued to implement various works and programmes accordingly.
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 wherefrom policies, programmes and directions pertaining to college education are issued for the implementation by the college. The decision making process of the college is transparent and fair. Decisions are taken as per the guidelines of the government, the needs of the students and other stakeholders. The decisions pertaining to different departments are taken in consultation with their respective Heads. The matters relating to the library are discussed with the Librarian and other members of the library committee and decisions taken accordingly. All the administrative and financial decisions are taken in consultation with the purchase committee, the Bursar and the administrative staff. The college Advisory Committee and the CSCA Advisory Committee plays an important

	role in decision making related to the welfare of the students. 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. To achieve the target of Paper-less IQAC, committee members started using Google facilities like a. Google Sheet:- For data collection from Various Departments. b. Google Docs:-To prepare notices and activity reports. c. Google Forms:-To prepare Feedback forms and get online feedbacks of Students, Parents. d. Google Drives:-To keep all department wise proofs. The Principal conducts the staff council meetings in which discussions are held with an open mind and in a democratic way. The college constitutes different committees which play an important role in the planning and implementation of activities in different spheres 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 has Biometric attendance for teaching and non-t
Finance and Accounts	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 partially e-governed.

	The college uses the software for the transparent functioning of Accounts department of the state.
Student Admission and Support	Student Admission and Support: Student admission for the year 2018-2019 is partially implemented online. The …………..software is developed so as to fulfill the need of Student admission and Support. Leo Software is being used for online admission process via link provided to college website http://www.gccm.ac.in. As the admission process is semi-online, admission forms are also provided. Students submit printouts and required documents at respected counters.
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. Print the exam seat number wise list. Seating-arrangement for university examination and other competitive examination, conducted by different agencies/commission.

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
No Data Entered/Not Applicable !!!				
No file uploaded.				

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)
Nill	Nil	Nil	Nill	Nill	Nill	Nill
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	Number of teachers who attended	From Date	To date	Duration

development programme				
Orientation Programme (OP-129)HPU, Shimla, H.P.	1	06/08/2018	01/09/2018	21
Refresher course (RC-308)	1	26/11/2018	15/12/2018	21
Orientation Programme HPU(OP-131), Shimla, H.P	1	25/02/2019	23/03/2019	28
Orientation Programme HPU(OP-131), Shimla, H.P.	1	25/02/2019	23/03/2019	28
Orientation Programme HPU(OP-131), Shimla, H.P.	1	25/02/2019	23/03/2019	28
Orientation Programme (OP-132)HPU, Shimla, H.P.	1	22/04/2019	11/05/2019	21
Orientation Programme HPU, Shimla, H.P.	1	15/05/2019	27/05/2019	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
41	2	22	1

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF,EPF,TWF	GPF,EPF	Fee Concession for IRDP/BPL, Tuition Fee Waived off for Domicile Himachali Girl

6.4 – Financial Management and Resource Mobilization

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

6.4.1 Institution conducts internal and external financial audits regularly The college 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 apparatus, 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 Govt. of H.P. 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. 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 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 Govt. 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. External audit: The external audit of government funds is done by A.G.H.P., the Local Audit committee/office of the Accountant General of Himachal Pradesh. The audit of 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
PTA Fund	1718643	Student Welfare
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6.4.3 – Total corpus fund generated

86244280

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	Nill	No	Nill
Administrative	No	Nill	No	Nill

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

1.To ensure the teaching learning quality, PTA engaged teachers in different departments against heavy workload on the temporary basis against vacant posts. 2. PTA provided fund for the repair and maintenance of college building and desk etc. 3.PTA discusses various issues about the quality education with college administration.

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

	No

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

a. One day "Legal Awareness Camp" was organized by H.P. State Commission for Women on 16th July, 2018. b. Inter-College State level Youth Festival Group-1 was organized in the college on 12-15 September in which more than 500 students from different colleges of the state participated. d. A Convention of legal awareness about the Rights of Women's was organized by the women Cell and Gender Sensitization Cell in collaboration with the H.P. State Mission for Women on 28 September 2018. e. A Block level Declamation Contest in collaboration with Nehru Yuva Kendra on the theme.'Nation Building and Patriotism' was organized on 30th September,2018. f. Sixty students represented college on October 2, 2018 at the Shimla 'Run against Drug Abuse 'to sensitize the youth on Drug Abuse. 3. A village named Gawahi, located near our college was adopted by the NSS unit of our college this year during the celebration of the Swatchta Pakhwada w.e.f. 1 to 15th August, 2018.The student volunteers of NSS unit presented nukkad- naataks to educate the villagers of Gawahi about their responsibility towards preservation of the treasure of natural resources of their area during this camp.. Literacy drive by the NSS volunteers also empowered the illiterate adults of the village. 5. Various initiatives in assuring quality enhancement of the Institution in terms of MIS, General Infrastructure were undertaken by the cell. a. CCTV cameras of latest technology were purchased and installed in the campus to ensure complete security of the students, staff as well as the property in general. b. Sheds and fittings for water lifting were installed to ensure 24 hour supply of running water in the campus. c. Vending machines for sanitary napkins were installed in girl toilets to enhance the facilities of health and hygiene of the girl students of college. d. Equipments for Science laboratories were purchased to upgrade the lab facilities. e. Sports facilities were upgraded by the purchase of various sports equipments. f. Lamination and wall panelling was installed in the college auditorium to ensure sound insulation.

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
2019	Swachhta Pakhwara	01/08/2018	01/08/2018	15/08/2018	200
2019	Youth Festival	12/09/2018	12/09/2018	15/09/2018	1000
2019	Swachh Bharat Abhiyan	11/09/2018	11/09/2018	18/09/2018	150
2019	Samarth 2018	12/09/2018	12/09/2018	13/09/2018	50
2019	Awareness Campaign against Drug	01/12/2018	01/12/2018	05/12/2018	150

		Abuse					

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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
Awareness talk was organized and conducted by the Gender Sensitization Committee on the importance of girl child education	17/08/2018	17/08/2018	50	30
Convention on "legal Awareness about Women" a combined project by Gender Sensitization Committee and Women Empowerment Cell in collaboration with HP State Commission for Women, Shimla	28/09/2018	28/09/2018	60	30
A Sensitization Programme was organized by the Gender Sensitization Committee	22/11/2018	22/11/2018	20	25
An interactive session was conducted by the Gender Sensitization committee on the topic "Gender bias in education"	12/12/2018	12/12/2018	50	35
Awareness	15/02/2019	15/02/2019	50	45

talk was conducted by the Gender Sensitization Committee on "The Gender Pay Gap"				
Women Grievances Cell celebrated the international Women's Day	08/03/2019	08/03/2019	85	70

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. NATURE WALK TO GLEN by the Department of Botany to observe and learn more about the conservation of pteridophytes and mushroom diversity. Department of Zoology also joined in the venture to observe different species of birds and animals. 2. An educational trip was organized to Horticulture University, Nauni by the Department of Botany along with the major students of B Sc 2nd and 3rd year. 3. RAIN WATER HARVESTING TANKS are there in the institution to reuse the saved water for washrooms and cleaning purposes to avoid water consumption. 4. Three Solar lights have been set up in the institution. 5. Science function was conducted and organized by the Deptts. of Sciences (14/03/2019)

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Nill	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	27/05/2018	2	Cleanliness Drive	To Eradicate use of Polyethene, Plastic Material and ban on use of plastic	130
2019	1	1	18/09/2018	1	Awareness Programme	Swachh Bharat Abhiyan	90
2019	1	1	02/10/2018	1	Awareness programme	Drug Abuse	50
2019	1	1	12/10/2018	2	Disaster	Disaster	45

| Reduction and Management Samarth | Preparedness |
| | |

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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	Nill	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: www.gccm.ac.in 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: www.educationhp.org.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Swachhta Pakhwara (Cleanliness Drives, Awareness Programmes and Celebration of Independence Day was carried out during the period)	01/08/2018	15/08/2018	100
Celebration of 'Sadbhawana Diwas or 'Harmony Day to mark the birth Anniversary of former PrimeMinister Rajiv Gandhi to promote national integration and communal harmony, goodwill and eschewing violence.	20/08/2018	20/08/2018	70
Celebration of Surgical Strike Day	29/09/2018	29/09/2018	78

Awareness Programmeto promote national initiative of 'SwachhBharatAbh iyan. Two Resource persons were invited	18/09/2018	18/09/2018	94
A Block level Declamation Contest on 'Nation Building and Patriotism' as a part of Republic Day Celebrations was organized in the College in Collaboration with the Nehru Yuva Kendra (an organisation of Ministry of Youth Affairs and Sports)	30/09/2018	30/09/2018	57
A Run against Drug Abuse and An Awareness Programmewhich included Painting, Slogan Writing and Poster Making Competitions were organized.	02/10/2018	02/10/2018	38
NSS Day Celebration	03/10/2018	03/10/2018	123
A two day programme on Disaster Reduction and and Management ' Samarth, 2018	12/10/2018	13/10/2018	50
Awareness Campaign on Drug Abuse (Poster making, Slogan Writing, Declamation Competitions were carried out)	01/12/2018	05/12/2018	140
NSS Special Camp was organized in the College in which various social, educational, cultural and other activities were organized	23/12/2018	29/12/2018	75
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)
1. Use of Renewable energy by setting up solar lights in the campus. 2.Changing to Environmental Friendly travel habits like pooling or walking to the institution. 3. Student Awareness Programmes to inculcate environment friendly attitude. 4.Cutting out use of plastic in the campus. 5.Paper free office.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices
7.2. Best Practice 1.Title: - Adoption of Gawahi Village by college NSS unit in 2018-2019. 2. Objective of Practice: - Objective of adoption of the village Gawahi was to:- 1. Sustain the Eco-system of the fragile tourist spots in the village 2. Provide resources/support in terms of manpower/infrastructure to the villages for maintenance of the tourists sports. 3. Spread awareness amongst the tourists visiting the village regarding leaving the sports clean 4. Generate awareness among villagers about general hygiene, physical hygiene, environmental issues. 5. Conservation of forests and Re forestation 6. Adult Education and literacy. 3. Context The village Gawahi is located near our college. The village provides a rare feast of its folk and village culture for the tourists coming to Shimla .It is located in the viscinity of a popular tourist destination, Glen- a natural waterfall and Eco-park. visited by local as well as international. Endowed with rare species of flora and fauna are the waterfall and the park the star attraction on the tourist map of Shimla. At the same time both the spots are ecologically fragile and vulnerable to pollution caused by the tourists here. 4.The Practice About 80 volunteers of NSS Unit provide services on voluntary basis every year to the villages. 5.Evidence of success 7. As a result of the volunteer services of the college NSS team the villagers have become much aware of the danger to their fragile eco system and they object to the prolonged stay of tourists or visitors in their area. The student volunteers of NSS unit presented nukkad nataks to educate the villagers of Gawahi about their responsibility towards preservation of the treasure of natural resources of their area. Literacy drive by the NSS volunteers also empowered the illiterate adults of the village. Website Link ---------- Photos on Website ------- 6. Problems Encountered and the Resources Required 1. The spots of tourist interest and the village face the problem of garbage disposal. The villagers were ill equipped to dispose huge mass of plastic waste left by the picnickers and tourists in the absence of any intervention from the Municipal Corporation of the Shimla city. 2. Tourists and the local visitors defile the prioline glen and Eco Park by drinking and smoking.

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=112_61248_Notice_4750045926.pdf

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
Extraordinary achievements of the Department of Physical Education of The Government College Kotshera as always been its most distinctive feature. Sports and Games is one of the major attractions to the students seeking admissions in this institution. The big college ground and the state of Art Gymnasium supported by the professional and dedicated faculty provides a highly conducive environment to harness the sporting talent amongst the students majority of whom are from rural or poor background. Maintaining the record of extraordinary performance in 23 games the sports stars of Kotshera College made the following achievements in the session 2018-19 1. Four students of our college won gold

medals (Radha, Sony, Pradeep, Puneet) in the various categories of the events of Inter-college wrestling championships and went to ahead to participate at the national level 2. Ms. Radha of BA 3rd won two gold medals in the inter-college Judo events and participated at the National level. 3. Saksham and Anju won gold medals in inter-college Boxing and participated at the National level. 4. Our Badminton team won first prize in Inter-college championship and two students participated at the National level championship. 5. 15 students participated at National level from our college in various categories Overall Achievements 1. In all 08 Gold Medals were won by the students of Kotshera College in different State level competitions in the year 2018-2019 2. 15 players of the college participated and represented the college at the Zonal or All India level Championships. 3. The College Badminton team won the H.P. University Inter-College Championship played at the G.C. Mandi. 4. The College Boxing Team won the H.P. University Inter-College Boxing Championship.

Provide the weblink of the institution
http://www.gccm.ac.in/pressrelease.php?key=138_61248_Notice_3769247097.pdf

8.Future Plans of Actions for Next Academic Year

 The IQAC decided to give an equal importance to the improvement of the campus infrastructural facilities in the session 2019-2020, along with continued efforts of quality initiatives towards maintaining high standards in the fields of teaching, learning, research and skill enhancement of the teachers as well as the students of the College. The cell chalked out a plan to:- 1. Continue to organize Conferences, Seminars and workshops where the teachers/students would be encouraged to actively participate and improve their knowledge, organizational and leadership qualities. 2. This year apart from the regular annual activities like the Aids awareness drive, Swatchta Pakhwada, Disaster Management workshops, other extension activities like Declamation contests, Campus beautification drives, skits and demonstrations on the current issues of youth will be planned. The college Dramatic club should be encouraged to actively stage skits and dramas to sensitize the students about the various problems in our society at the local, National and International level. Awareness and sensitization programmers on gender equality, health and hygiene, nature walks and community service projects too, shall be initiated during the session 2019-2020. 3. A proposal for the establishment of a Nursery of Ornamental and Medicinal Plants in the college campus was laid before the cell and was unanimously agreed upon by all members. 4. A proposal was made to provide new water filters, furniture, to paint the old campus were made in the house. The house decided to buy new furniture to the teaching and non-teaching staff in this session. 5. Upholding the college's tradition of providing the best and most conducive environment for sports and games to the students, the IQAC proposed to continue to organize state and national level competitions of various games in the college campus in the year 2019.