



# **YEARLY STATUS REPORT - 2020-2021**

## **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. Anupma Garg**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **01772653291**
- Mobile No: **9816051555**
- Registered e-mail **principal.kotshera@gmail.com**
- Alternate e-mail **anupma.garg1@gmail.com**
- Address **Rajiv Gandhi Govt. Degree College  
Chaura Maidan Shimla-4**
- City/Town **Shimla**
- State/UT **Himachal Pradesh**
- Pin Code **171004**

#### **2.Institutional status**

- Affiliated / Constitution Colleges
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status

- Name of the Affiliating University **Himachal Pradesh University**
- Name of the IQAC Coordinator **Gopal Krishan Sanghaik**
- Phone No. **9418049203**
- Alternate phone No. **01772653291**
- Mobile **9418049203**
- IQAC e-mail address **principal.kotshera@gmail.com**
- Alternate e-mail address **principal.kotshera@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

[https://www.gccm.ac.in/pressrelease.php?key=159\\_61248\\_Notice\\_27188\\_65122.pdf](https://www.gccm.ac.in/pressrelease.php?key=159_61248_Notice_27188_65122.pdf)

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

[https://www.gccm.ac.in/pressrelease.php?key=147\\_61248\\_Notice\\_24346\\_56371.png](https://www.gccm.ac.in/pressrelease.php?key=147_61248_Notice_24346_56371.png)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>77.40</b>	<b>2013</b>	<b>16/09/2003</b>	<b>15/09/2008</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.01</b>	<b>2016</b>	<b>25/05/2016</b>	<b>24/05/2020</b>

**6. Date of Establishment of IQAC**

**01/01/2003**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Govt Degree College Chaura Maidan Shimla-4</b>	<b>RUSA</b>	<b>MHRD GOI</b>	<b>2020</b>	<b>1921376</b>

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **3**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

**Faculty development programme**

**Lectures on Financial Literacy and Financial Awareness and Consumer Training by IQAC and Career Counselling and Guidance and Cell: February 22-23 , 2021**

**Capacity building programme for non teaching staff**

**Interactive Session on National Education Policy: September 17, 2020**

**Two Day Sanitization Programme on Psychological Care in Disaster Management: December 10, 2020**

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

Plan of Action	Achievements/Outcomes
<p>1. That Digital platforms, applications and softwares shall have to be extensively employed and procured by the college for switching over to digital mode of teaching. . 2. The various societies, associations and clubs of the college should steer their projects towards community service and involvement through digital media.NCC, NSS, and Rovers and Rangers' units of the college must reach out local community for health, psycho-social and general assistance during the COVID emergency. 3. Virtual workshops to sensitize students, staff and parents on the preventions and measures of Corona virus should be organised in collaboration with various governmental and non-governmental agencies. 4. Online webinars are the way out of social, academic and research work isolation induced due to long Corona lockdowns. Therefore we must innovate ourselves and organize more and more online events in order to keep these activities running smoothly. 5. Since New Education Policy has to be adopted in the next session, the teachers must be equipped with orientation of the NEP and its detailed implications. 6. The college must re-furbish its ICT and networking structure to meet the sudden rise in the demand of internet services due to online teaching during the Corona lockdowns.</p>	<p>Faculty development programme One week faculty development programme w.e.f 15/02/2021 to 20/02/2021 for teaching faculty members was conducted in the college campus under the initiative of IQAC. The main theme of this programme was "Office Procedures and Financial Administration". Renowned resource persons of subject matter were invited and this training proved a very useful training programme. Lectures on Financial Literacy and Financial Awareness and Consumer Training by IQAC and Career Counselling and Guidance and Cell: February 22-23 , 2021 On 22nd Feb Dr. Himesh Sharma Director Skill Lab delivered a lecture on the topic 'Experiential Learning to Enhance Employability' which was attended by Dr. Anupama Garg, Principal of the College, along with the college staff. On 23th Feb the keynote speaker Mr. Shaktibhushan State Project Director addressed the audience on the topic 'Financial Awareness and Consumer Training'. Setting up of financial lab cum incubation centre at RG- Government Degree College Kotshera, Shimla was also proposed. Capacity building programme for non teaching staff To enhance the capacity of non teaching and ministerial staff members of this college one week capacity building programme w.e.f 15/02/2021 to 20/02/2021 was organized by IQAC. Resource persons from other govt.</p>

departments having knowledge of official procedure and financial management were invited. Online Quiz held on National Science Day: February 28, 2021 Online quiz was held on the topic ' Science, Technology and Innovation' organized by the Ek Bharat Shreshtha Bharat Club and Department of Chemistry, Carmel College Mala ,Thrissur, Kerala in collaboration with RGGDC, Kotshera , Shimla. International Women's Day : March 8,2021 International Women's Day was celebrated in the college , on March 8th, 2021. The event was organized by the Women Empowerment Cell. Dr. Anupama Garg Principal , Dr. Anju Sharma ,Dr. Mrinalini Kashyap, and Ms. Mitali Dhraeula delivered speech on women empowerment and encouraged the women to excel in every field. ICC Event : March 18, 2021 Members of Internal Complaints Committee attended a seminar organized by State Women Commission on 18th March 2021 at H.P.U Shimla . Dr Rijul Ben Desai was the key- note speaker on this occasion. The members were sensitized regarding their legal powers and responsibilities , rules and laws for safeguarding girl students from harassment. Celebration of World Theatre Day by the Dramatic Society of College : March 24, 2021 Dramatic Society of RGGDC Chaura Maidan performed a play "PagalNahiBimarTha" on 24 th March 2021 , to celebrate the World Theatre Day , with the staff members observing social

distancing norms. One day Seminar conducted by Sahitaya Parishad along with the Launching and celebration of English literary Club : March 25,2021 One day seminar was organized by the "Sahitaya Parishad" Hindi Literary Society, on 25 th March,2021. The title of the seminar was "Sahitaya Evam Jeevan". On the same day the Principal Dr. Anupama Garg inaugurated the English Literary Club named 'Encore' in the presence of Dr. Suneela Sharma, HOD Deptt. Of English, Ms. Upma Sharma, Dr. Poonam Kimta, Dr. Mrinalini Kashyap and Ms. MitaliDhareula. As exuded during the programme, the motive of this club shall be to provide a forum to the students to display their literary flair.

**13. Whether the AQAR was placed before statutory body?**

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	Government College Chaura Maidan Kotshera Shimla
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• Designation	Principal
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<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://www.gccm.ac.in/pressrelease.php?key=159_61248_Noticice_271_8865122.pdf">https://www.gccm.ac.in/pressrelease.php?key=159_61248_Noticice_271_8865122.pdf</a>				
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<b>6. Date of Establishment of IQAC</b>			01/01/2003		
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IQAC		
<b>9.No. of IQAC meetings held during the year</b>	<b>3</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
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<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
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**13.Whether the AQAR was placed before statutory body?**

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14.Whether institutional data submitted to AISHE**

Year	Date of Submission
2020	12/02/2020

**15.Multidisciplinary / interdisciplinary**

<b>16.Academic bank of credits (ABC):</b>
<b>17.Skill development:</b>
<b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>
<b>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</b>
<b>20.Distance education/online education:</b>

### Extended Profile

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>8</b>
File Description	Documents
Data Template	No File Uploaded
<b>2.Student</b>	
2.1 Number of students during the year	<b>3083</b>
File Description	Documents
Data Template	No File Uploaded
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>874</b>

File Description	Documents
Data Template	No File Uploaded
2.3 Number of outgoing/ final year students during the year	566
File Description	Documents
Data Template	No File Uploaded
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	48
File Description	Documents
Data Template	No File Uploaded
3.2 Number of Sanctioned posts during the year	44
File Description	Documents
Data Template	No File Uploaded
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	12
4.2 Total expenditure excluding salary during the year (INR in lakhs)	103
4.3 Total number of computers on campus for academic purposes	110
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	

### 1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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. A provision for remedial classes and revision of syllabus is made for the needy Students. 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.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

For the effective implementation of the curriculum, the college prepares a detailed time table of all the subjects according to the 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. 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.. 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 year.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

1



File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

42

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

42

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

### 1.3 - Curriculum Enrichment

#### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

University has integrated cross cutting issues relevant to professional ethics, Gender, Human values and Environment into the

curriculum. One paper of Environmental studies compulsory taught to all students of the college in their degree course. Topics relating to gender issues, human values and professional ethics have also been included in different subjects.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

10

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.gccm.ac.in/pressrelease.php?key=163_61248_Notify_1444308695.pdf">https://www.gccm.ac.in/pressrelease.php?key=163_61248_Notify_1444308695.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>2880</b>	

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

#### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1061

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

### 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The assessment of the learning levels of the students is done by the teachers in the classroom during lectures and through conducting class tests, assignments, tutorials etc on the basis of which slow and advanced learners are identified specific teaching-learning methodologies oriented to the needs of such students are then discussed and implemented

#### Slow Learners:

Tutorials and remedial classes are organised the purpose of which is to give special coaching in areas where they need support.

Additional reading material and books in simple form is made available to increase their understanding of the subject E-links are also suggested to the students to help them gain in depth knowledge of the subject.

Home assignments are given and evaluated on a regular basis.

Peer learning is encouraged through group discussions and presentation. This aids in building a culture of team work and help to develop leadership as well as interpersonal skills.

Bilingual Explanations and discussions are done in the class with the aim of reaching out to the slow learners so that they can be brought at par with the rest of the class.

#### Advanced Learner:

During lectures, tutorials, class tests, assignments and interaction outside the class, the teachers are able to assess the calibre of the students and identify the advanced learners.

Departments through a combination of academic and co-curriculum activities encourage the advanced learners to optimize their potential. Such students are encouraged to participate in inter college competitions.

The faculty helps the students to engage in projects.

They are suggested advanced readings in the relevant topics to enhance their understanding of the subject to enable them to pursue research in future.

Advanced Students are encouraged to upgrade their knowledge and skill through add-on courses provided by the college along with special lectures organized by expert resource persons.

Students are given recognition for their achievements at various forums in terms of cash awards, medals, appreciation certificates and scholarships. They are motivated to secure rank and distinction in university examination.

They are encouraged to help and provide support to the weaker students by engaging in group discussions and presentations.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

#### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2582	48

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Rajiv Gandhi Govt. Degree College Chaura Maidan, Shimla provides facilities for students to develop new skills, knowledge, attitude, values to shape their behaviour in the correct manner. In addition to traditional teaching-learning methods, the institute is highly interested in providing innovative methods for enriching the learning experience.

All faculty members make efforts in making the learning activity more interactive by adopting the Following student-centric methods.

1. **Lecture method:** This conventional method is commonly adopted by all the teachers. This method facilitates the teacher to interpret, explain and revise the content of a text only for better understanding of the subject by the learners. At the end of instruction of each unit, the students are given with specific assignment which enriches their learning.
2. **Experiential Learning:** The faculty members foster learning environment by engaging in rich experiential content of teaching through experimentation, demonstration, visual aids, periodical industrial visits, organizing exhibitions as well as presenting papers.
3. **Participatory Learning:** In this type of learning, students participate in various activities such as seminar, group discussion, wall papers, projects, and the skill based add on courses. Students are encouraged to participate in activities where they can use their specialized technical or management skills.
4. **Problem-solving methods:** All Teachers motivate students to acquire and develop problem-solving skills. For this, college organizes expert lectures on various topics, motivate students to join MOOC courses, participate in various inter-college and intra-college competitions. All departments encourage students for assignments based on problems development, Quizzes, Case studies, Discussion, Class presentations, Debates, Participation in Inter college events.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In the college all departments use Information & Communications Technology (ICT) enabled teaching methodologies for better teaching and learning process. All departments use multimedia teaching aids like, LCD projectors, internet enabled computer/laptops/tablet systems, digital boards, e-books, SWAYAM and e-Shodh Sindhu for improve learning experience of students. All the departments conduct seminars, workshops and guest lectures on the new developments in the core subjects for effective teaching and learning by the faculty members and students. The faculty members use computers to make notes and students are given assignments which they need to complete at home with help of internet. In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings , Audio system, online sources, to expose the students for advanced knowledge and practical learning. Few of the classrooms are fully furnished with smart classroom system.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.gccm.ac.in/pressrelease.php?key=164_61248_Notice_6722386671.pdf">https://www.gccm.ac.in/pressrelease.php?key=164_61248_Notice_6722386671.pdf</a>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

48

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

44

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

27

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers



44

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The continuous comprehensive assessment system i.e. CCA 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.

Evaluation in a continuous mode has helped improve student regularity and participation in practicals, as

there are marks for each class attended and assignment completed.

Internal Assessment is 30% of total marks and divided as follow:

1) 5 marks are allocated for students' attendance for both semester and annual system. For this an attendance register is maintained with record of each student in respective classes.

2) 15 marks are allotted to mid term examination if students are appearing under semester system and 10 marks for mid term if students are appearing under annual system. Mid term exams are conducted after completion of 75% of the syllabus.

3) 10 marks are allocated for assignments, presentations etc under semester/ annual system.

4) If a student is appearing under annual system 5 marks are allocated to class tests as well which are conducted after completion of 40% of the syllabus.

Evaluation for CCA is impartial and at every level transparency is ensured. Mid term papers after evaluation are shown to the students, and their doubts and queries resolved satisfactorily.

The attendance register maintained records a student's presence and absence in respective classes. Presentations and assignments are also assessed fairly. In addition to this, regular feedback is given to students individually in the class on their performance. Evaluation goes beyond assigning numerical assessment 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 a semester or academic year to find out

the outcome of their learning in the classroom.

70 % of marks are allocated to the end semester/annual examination. In this session, to ensure safety of the students amid covid-19 pandemic, only third year students' exams were conducted by strictly adhering to the safety protocols, whereas second and first year students were promoted based on the marks

they obtained in internal assessment. The formula used is as follow:

\*For second year students, 50% marks are to be awarded on the basis of internal evaluation, whereas the remaining 50% will be awarded on the basis of performance in previous semester/year only(if available)

\* In the situation where previous year marks are not available, particularly in the first year of annual pattern of examination, 100% of evaluation will be done on the basis of internal evaluation.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Rajiv Gandhi Government Degree College follows the guidelines of HP University for the conduct of examinations. At the end of each session, there is a final exam which is uniformly conducted for students across all the constituent colleges of HP

University. The final exam for each paper has 70 % weightage of overall marks and the remaining 30% constitute internal assessment marks.

The Internal Assessment forms a part of a continuous evaluation system conducted through Class Tests Assignments, Projects and Presentations. These component constitute an integral part of

Internal Examination which is carried out in a well-planned and systematic manner.

The mid term internal examinations in the yearly system are of 10 marks. After evaluation of mid term tests, the same are shown to students and a feedback is given. Any discrepancy in marks is dealt with immediately to the satisfaction of the students.

The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers. The final internal assessment is then uploaded on the University portal well in time.

70% of the total marks are allocated to the end term final examinations. For the conduction of final annual examination, University selects paper setters and evaluators who have unquestionable integrity, and a vast educational experience in the respective subjects. The type, level and duration of the paper are taken into consideration. The questions asked evaluate the effectiveness of teaching learning and check the level of understanding of students. There is also a provision to deal with the examination related grievances of the students that are dealt timely and effectively by the college administration. Students need to apply to the University for correction in marks and re-evaluation. The administrative office of the college guides the students about the process. For errors like the marksheets indicating that the student was absent, the college promptly sends the duly certified attendance sheet to assist in locating marks in exam branch and correcting discrepancies. Also, errors related to attendance, internal assessment of the students are promptly dealt with.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the institution in accordance with Himachal Pradesh University guidelines. The Learning outcomes are framed in order to cater to the present day needs of the students in terms of securing their path towards higher studies, guiding students towards career choices and developing them into well rounded individuals with knowledge, practical approach and confidence.

Learning outcomes form an integral part of college vision, mission and objectives. The learning objectives are communicated through various means such as college prospectus, Principal's address to students and dissemination in classroom by concerned staff. Informing the stakeholders, especially the parents, persuade students towards skill oriented and value based courses.

Students are made aware of the course specific outcomes through orientation programme, classroom discussion, expert lectures and practicals. Teachers are also well communicated about the outcomes. The college deputed teachers for workshops, seminars and FDPs to enrich them to attain the outcomes while teaching learning in the classes. Teachers actively participate in workshops on revision of syllabus organized by the University. Many teachers are also the members of syllabus sub committees, thus the process of perception and outcomes takes place in exact manner and excel the quality of teaching learning.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Programme Outcomes (POs) are designed to create and develop among students aptitude, skill, ability and capacity for employment, research, critical thinking, social awareness, interactive

ability, ethical and responsible disposition, and awareness of and sensitivity to environment and sustainability.

Programme Specific Outcomes (PSOs) and Course Outcomes (COs) produce among students

I. knowledge and skill of the subject

II. Awareness of and sensitivity to local, national and global problems related to deprivation, socio-political issues, gender, environment, and discriminatory and exclusionary practices.

III. Interest and capacity for research and employment capacity

Evaluation and the level of attainment:

- Knowledge and skill that students acquire in their subject and also their capacity for critical thinking, are evaluated through Continuous Internal Evaluation, Annual Examinations and personal interaction through Value Education Classes. Attainment of these outcomes is excellent, with pass percentage ranging between 80% to 90% in the past 5 years. In 40% programmes pass percentage is more than 90%. Majority students in Science, Commerce, and Arts pass in first class (60%) and many with distinction (75%).

Most departments organize departmental seminars, presentations, debates, internship etc. on topics dealing with vital social, political, economic, ethical and environmental issues of the time. Some of these activities are assessed. The knowledge, awareness and sensitivity level is good, gauged from the appreciable student participation in activities on these issues. Such activities also give students a platform to showcase their talents and hone their skills which contributes significantly to their overall development. Also, active participation of students in NSS and activities of departments attests to their sense of ethical and Responsible citizenship. The attainment is satisfactory evidenced through their responsible contribution to department activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

566

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="http://www.gccm.ac.in/pressrelease.php?key=165_61248_Notice_3317426594.pdf">http://www.gccm.ac.in/pressrelease.php?key=165_61248_Notice_3317426594.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[http://www.gccm.ac.in/pressrelease.php?key=162\\_61248\\_Notice\\_920738\\_5187.pdf](http://www.gccm.ac.in/pressrelease.php?key=162_61248_Notice_920738_5187.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

### 3.2 - Research Publications and Awards



**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

8

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

6

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

**Activity -1 Rovers & Rangers Unit Organized COVID -19 Mitigation Awareness Programme**

Rovers & Rangers Unit of the college launched COVID-TV19 mitigation Awareness Programme in the suburbs of Shimla City during the imposition of COVID induced lockdown. These volunteers made general public aware about wearing the face covers, practicing hand sanitization, maintaining social distancing and adhering COVID appropriate behaviour.

**Activity-2 Celebration of Happy International Day of Peace**

While celebrating Happy International Day of Peace, Rovers and Rangers of the college took pledge to maintain peace and harmony in the country. Online Slogan writing competition was organised on this occasion.

#### Activity-3 Practicing Yoga at Home and Staying Healthy

Rovers and Rangers performed Yoga at home and spread the message to the society to maintain psychological tranquility in odd hours like COVID menace.

#### Activity-4 Celebrated World Environment Day

Rovers and Rangers of the college celebrated the Environment Day on virtual platform. They organised online activities of slogan writing, poster making and poem reciting. Students made successful efforts to disseminate these activities in the society.

#### Activity-5 Organised Plantation Drive

Rovers and Rangers Unit of the college organised plantation drive on the Van Mahotsava Divas. They planted saplings in and around their native places.

#### Activity-6 Celebrated Scarf Day

Rovers and Rangers Unit celebrated Scarf Day. They took oath to be loyal to the nation and spread brotherhood in the community.

#### Activity-7 Engaged with Online Udaan Project of the National Scouts and Guides

Two Rovers namely Subhash and Sachin of the college associated with the national government sponsored online Udaan Project

emphasizing on preparing the clothed masks and bags from old clothes, reducing use of plastics and making people aware about installation of Arogya Setu app in their mobiles.

#### Rovers and Rangers Extension and Outreach Activities (2020-21)

The Rovers and Rangers Unit of the college organised seven extension and outreach activities during 2020-21. Majority of the activities were organised on virtual platforms. One of the activities relating to the Udaan Project was organised in collaboration with National headquarters of Scouts and Guides. The brief details of these activities are as under:

#### Activity -1 Rovers & Rangers Unit Organized COVID -19 Mitigation Awareness Programme

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#### Activity-7 Engaged with Online Udaan Project of the Scouts and Guides

Two Rovers namely Subhash and Sachin of the college associated with the national government sponsored online Udaan Project emphasizing on preparing the clothed masks and bags from old clothes, reducing use of plastics and making people aware about installation of Arogya Setu app in their mobiles.

### NSS Extension and Outreach Activities (2020-21)

The NSS Unit of the College has been regularly conducting various activities with the objective of reaching out to the society and upholding the NSS motto "Not Me, But You". Some of the Activities are conducted in collaboration with Government Organisations, NGOs and other . The activities conducted during the Session 2020-21 are as follows:

1. N.S.S. volunteer Kedar Chandel along with Matiana Student Welfare Association sanitized Matiana and drew circles outside shops ,banks,hospital etc. Teaching people to follow social distancing .
2. 14 NSS Volunteers rendered their services to the District Administration, Shimla during the Pandemic Situation of COVID-19 as Corona Warriors from April to June, 2020.
3. NSS volunteer Saroj Tamang worked for creating awareness and providing help to the people in rural areas during COVID-19 outbreak at his hometown (Siliguri, West Bengal) in June, 2020.
5. On the Occasion of World AIDS Day, the NSS unit carried out an online Awareness Campaign on the topic " Ending AIDS Pandemic " by organizing Painting , Declamation and Poetry Competitions. The Programme created awareness about ways of prevention, risk and treatment among the masses. The Programme was carried out in collaboration with Nehru Yuva Kendra, Ministry of Youth Affairs and Sports, Government of India.
6. NSS Unit carried out a digital campaign on 26th November, 2020 to celebrate Constitution Day with the objective of promoting constitutional values among the people and to make them understand their significance. Short Speech videos of the NSS Volunteers were then shared via social media to give message and create awareness among the members of the society.

### NCC Extension and Outreach Activities (2020-21)

NCC Unit of Govt. Degree College Chaura Miadan organised/ conducted following extension activities during session 2020-21

1. Ex- NCC Yogdan:- NCC unit of the college in collaboration with 7 hp(1) coy NCC assisted Civil Administration at Theog Sub

division during lockdown due to covid-19 in 2020 and were honored by hon'ble governer of Himchal Pradesh Sh. Bandaru Duttatraiy.

2. Tree Plantation:- In collaboration with forest department, DFO Shimla, NCC unit of college Carried a tree plantation drive at shimla below port more school on 11/07/2020 .

3. Online Campaign:- NCC unit under the agies of DGNCC, carried out online campaign i.e. fit india movement, environment day and internation yoga day in the year 2020.

4. Swachhta Pakhwada:- NCC unit organised or carried out swachhta pakhwada from 18-01-2021 .

5. Vaccination drive:- NCC unit assisted health department to carry out vaccination drive in the college on 30-06-2021.

Link : <https://www.facebook.com/NSS-Unit-Kotshera-Shimla-4-1706701976305244/>

File Description	Documents
Paste link for additional information	<a href="https://www.facebook.com/NSS-Unit-Kotshera-Shimla-4-1706701976305244/">https://www.facebook.com/NSS-Unit-Kotshera-Shimla-4-1706701976305244/</a>
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

95

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

20

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institute has adequate facilities for teaching learning in terms of classrooms, laboratories, computing equipment to meet the needs of students and staff. The institute has 26 classrooms and 8 laboratories. All the classrooms are fitted with LAN connection. Some of the classrooms are fitted with LED panel, latest LCD projectors and computers. Each study department has computer equipment like desktops, printer/photocopy machines, internet connections, Wi-Fi etc. In addition to class rooms departments such as physics, Zoology, Botany, Chemistry, Geography, BCA and PGDCA have been allotted laboratories with adequate equipment and computers which are used by the students for lab-based classes.



File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institute has adequate facilities for both indoor & outdoor sports, cultural activities in terms of well-equipped Auditorium which are used by the students for organizing different cultural & social activities. It has a badminton court, table tennis court for indoor sports and volleyball field, basketball court, cricket net practice for outdoor sports. It has well equipped gymnasium, judo and high jump mattress and a ground for sports activities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****103**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

**4.2 - Library as a Learning Resource****4.2.1 - Library is automated using Integrated Library Management System (ILMS)****Name of ILMS software****Nature of automation (fully or partially)****Version****Year of Automation****SOUL****Partially****2.0****2013**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources****A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.18

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

57

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT network of the institute is the corner stone of all activities concerning the Institute. Institute's IT facilities has one dedicated 10 MBPS, 03 well established computer laboratories and a centralized browsing center with LAN throughout the campus. Secured LAN/Wi-Fi access has been provided to all users in the

departments and classrooms. With its appropriate budgetary provision, the IT infrastructure of the institute is subjected to regular updating in terms of e-learning, e-knowledge, facilities for e-content development. In this session college purchased 30 more computers with latest i5 processor.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

23

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
<b>STUDENT SUPPORT AND PROGRESSION</b>	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
8	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>								
<table border="1"> <thead> <tr> <th data-bbox="86 443 529 510">File Description</th> <th data-bbox="529 443 1436 510">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 510 529 656">Link to institutional website</td> <td data-bbox="529 510 1436 656"> <a href="http://www.gccm.ac.in/pressrelease.php?key=166_61248_Notice_3019610414.pdf">http://www.gccm.ac.in/pressrelease.php?key=166_61248_Notice_3019610414.pdf</a> </td> </tr> <tr> <td data-bbox="86 656 529 723">Any additional information</td> <td data-bbox="529 656 1436 723"> <b>No File Uploaded</b> </td> </tr> <tr> <td data-bbox="86 723 529 869">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="529 723 1436 869"> <a href="#">View File</a> </td> </tr> </tbody> </table>	File Description	Documents	Link to institutional website	<a href="http://www.gccm.ac.in/pressrelease.php?key=166_61248_Notice_3019610414.pdf">http://www.gccm.ac.in/pressrelease.php?key=166_61248_Notice_3019610414.pdf</a>	Any additional information	<b>No File Uploaded</b>	Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>	
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Any additional information	<b>No File Uploaded</b>								
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>								
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>									
<b>0</b>									
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>									
<table border="1"> <thead> <tr> <th data-bbox="86 1252 529 1319">File Description</th> <th data-bbox="529 1252 1436 1319">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1319 529 1386">Any additional information</td> <td data-bbox="529 1319 1436 1386"> <b>No File Uploaded</b> </td> </tr> <tr> <td data-bbox="86 1386 529 1599">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="529 1386 1436 1599"> <a href="#">View File</a> </td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<b>No File Uploaded</b>	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>			
File Description	Documents								
Any additional information	<b>No File Uploaded</b>								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>								
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>E. None of the above</b>								

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

77

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations



**(eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

True education aims at holistic and integrated development of an individual's personality. Since students are the main stakeholders in educational institutions they should participate significantly in enhancing the quality of education. To ensure their active participation, the institution constitutes College Students Central Association (CSCA) every year. They are nominated on the basis of merit in the previous year examinations. But due to Covid-19 pandemic, the examinations were not held in the session 2019-20. Therefore CSCA was not constituted for the session

2020-21. But due representation was given to outstanding students for their contribution and achievements in NSS, NCC, Rovers and Rangers, Sports, Clubs and Societies. Students also got due representation in various important committees of the college like IQAC, RUSA, Women Cell etc., and also on the Editorial Board of the College Magazine. They extended helping hand to the college administration in organizing various online and offline activities. They also helped in coordinating the activities of different Committees, Societies and Clubs in the college. They helped in maintaining social distancing and general discipline in the college campus. They conveyed students' grievances to the authorities and acted as a bridge between students and college administration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development

of the institution through financial and/or other support services

Alumni Association is functional for last many years this association has also organized some events as well. However Alumni Association has not been registered

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

#### Response:

Our college is so reflective and the prime focus is on the vision and mission of the institute.

**Vision:** The college fosters dissemination of knowledge to ensure holistic development of the young minds and nurture them into individuals with skill sets, critical thinking, unwavering confidence, and above all a strong character embodying values of honesty, kindness, earnestness and integrity. Keeping pace with the technological advancement and recognizing its need, we endeavor to inculcate technological skills in order to prepare our students to incorporate the same in their personal as well as professional lives. We envisage to create generations of well-integrated individuals who can prove an asset to the society.

#### Mission:

The following strategic characteristics and aspirations enable the College to comprehend its mission:

(1) Promote academic excellence by providing quality education in an intellectually stimulating environment (2) Equip the students with sound knowledge and skill set, so that they are able to negotiate the complex, diverse and uncertain demands of a constantly changing society (3) Ensure the complete growth of the students wherein they attain a confident personality, a concern for environment and respect for social norms with special emphasis on human rights and gender Issues.(5) Training that prepares students for Leadership.To this objective, the College endeavors to provide its students all-inclusive and liberal education, analytical reasoning, effective problem solving, management skills and the ability to fulfill their responsibilities to local and global communities.

The policy and planning are carried out according to consultation with stake holders. Principal of collegewith the help of the departmentsand different streams wise committees formulatepolicy and integratethe same in the strategic plan. All the teaching and non-teaching work together as a team aiming to be winners of organizationaltransformation. All the Departments fostera healthy competitive atmosphere among themselves and each one strives to accomplish excellence in their standards.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution practices 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. The college has an exhaustive list of 33 Committees constituted at the beginning of academic year. Principal, staff and students are all part of the various decision-making processes, at multiple platforms, concerning the diverse issues in the college. The department coordinator manages the day-to-day activities of the department and keeps a track of co-curricular and extra-curricular activities in the College. Other units of the college like sports, arts, library etc. have operational autonomy under the guidance of the various

committees/clubs/associations and students are involved from various departments in the decision-taking process. In 2020-2021 the COVID-19 has resulted in educational institutes shut all across the world and the fear of the pandemic loomed large over the future of children all around the globe, resulting in extensive academic loss. But e-learning emerged as a new teaching tool by which classroom teaching reached the closets of each and every student. As a result, education has changed dramatically with the distinctive rise of e-learning, whereby teaching is undertaken on digital platforms.

The College follows the policy of decentralization and participative management during 2020-2021. The best example of this is INTERNATIONAL YOGA DAY. Considering the need for social distancing the college was being closed in view of the Covid pandemic, College organized International Yoga Day session through virtual meet. Different committees were constituted for online session. Two teachers were appointed as main practitioners of Yoga for students and teachers. Co-ordinating Committee was entrusted with the task of organizing the event and preparing the list of students and teacher's participants. Organizing Committee was responsible for overseeing all yoga events. Moderator was appointed for smooth running of event. In addition, the certificate committee looked into the making and designing of e-certificates. Practitioners of Yoga stressed on yoga potential to provide both health and happiness by improving the physical and mental well-being of people especially given the impact of Covid pandemic. This initiative was backed by the principal, teaching/non-teaching staff and students of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college administration gives liberal freedom and tractability to the principal together with the different committees and department to lead all the academic activities of the College. They regularly meet and take necessary steps to formulate and implement strategic plans of the institution. Mentorship is introduced in all the departments and it is commendably supervised

by the Principal and the Vice-Principal. They invite suggestions from senior staff and to study the impulses of the institute in general and take steps for further improvements as far as they are within the capacity and recommend the management for modifications. The following strategies are adopted by the institution to monitor and evaluate policies:

- Regular meetings of the Councils; Managing Council and IQAC.
- The feedback system; Regular feedback from Stake holders, Staff, Students and Alumni Members,
- Regular visits of the Principal and the Vice principal to the departments and interaction with heads of the departments .
- Heads of the departments monitor the system of each department regularly.
- Attention of teachers and students on teaching and learning activities.

During this session the pandemic tremendously affected teaching and learning in education settings. Teachers used a combination of different strategies to make lectures interesting and optimize learning. The entire process of teaching and learning took place through virtual mode. It enabled teachers to reach out to their students more efficiently and effectively through Google meets, video meetings, and also document sharing. First of all, the teachers spent the first several days of class helping students understand the technology and learn how to work with it. Furthermore, teachers made separate groups on WhatsApp which helped in the smoother transfer of assignments and homework. Many students found it easier to communicate through these techniques. However, on the other hand there were some students who were not able to enjoy this opportunity and new experience due to lack of resources.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college works towards attracting and maintaining a competent, committed and satisfied work force. 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. The Governing Body is responsible for Policy making.

The decision-making procedures are made at appropriate levels in the organizational hierarchy. Constitutional bodies such as IQAC Cell, Anti-ragging Cell etc., as per the university/ government guidelines are also included in the organizational structure of the institution. A committee comprising of faculty members and administrative staff are involved in the planning and implementation, academic inspection and evaluation. There are different bodies that give academic and administrative leadership to the institution. The best level of decentralization and participative decision making process are in practice. Service Rules: The institution strictly follows the service rules. It's been uploaded on the website too. The institution runs for 7 hours. The teaching and non-teaching faculty have the benefits of Casual Leaves, Earned Leaves, Medical Leaves and Maternity/paternity leaves etc., Recruitment is taken place according to the norms of the University, Government, Principal, and Subject experts decides the worthiness of the faculty member by his/her performance in the interview according to the parameters they are looking for. Promotional policies: The institution follows the good academic standards; Merit scholarships are given to the meritorious students.

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.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

#### Welfare schemes for staff and Students

##### Teaching

GPF, EPF, TWF, GIS.

##### Non teaching

GPF, EPF.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0



File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

18

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

##### Teaching Staff

The performance of each faculty member is assessed according to the Annual Self Assessment for the Performance Based Appraisal System (PBAS).

##### Non-Teaching Staff

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 purchase 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. All the official formalities are completed and done viz. preparation of comparative statement, supply order, voucher, stock entry, and issue of cheque and make payment through online mode like; RTGS & NIFT to the concerned parties/suppliers and proper record is maintained in the office. 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 of the all college funds during financial year 2020-21.

**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 up to the financial year 2018. 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).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

1953779

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College is a government institution which functions according to the various rules and regulations of the Govt. of H.P. and the H.P. University. The college follows the strategies for mobilization of funds and optimal utilization of resources as directed by Govt. of H.P. The major fund providing agencies are UGC, H.P. University, H.P. Govt., RUSA grants, Self-Financing Courses (HEIS) and different student funds. After receiving the grant it goes through various processes involving the Principal who is the Distributing & Disbursing Officer (DDO), the Bursar, the Purchase Committee and the college Office before it is finally disbursed to the concerned person or the respective department(s). The funds received are properly utilized to create better infrastructural facilities for enhancing the academic environment.

Main financial resources mobilized during 2020-2021

S.N

Name of Fund

Financial Year

2016-17

2017-18

2018-19

2019-20

2020-21

1

Funds and Grants from UGC/RUSA Grant

Nil

Nil

Nil

Nil

10000000

2

Salary Grant from State Government

60000000

68000000

76700000

67000000

74400000

3

Fees and Funds (excluding interest income )

5960629

11244524

6813432

6244277

10214415

4

**Fees collected from Self-Finance Courses**

2712003

2299000

2490000

2358590

2502324

5

**Other income from Self-Finance Courses**

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6

**Scholarship**

260750

92563

68048

121255

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7

**Endowments**

6000000

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8

**Centre/State Government funding for NSS**

172800

172800

172800

172800

172800

9

**Alumni**

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**Total**

75106182

81808887

86244280

75896922

97289539

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**6.5 - Internal Quality Assurance System**

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Following the Plan of future action chalked out under the previous year’s review meeting of the IQAC as a guideline , the cell was able to immensely contribute in the implementation of quality assurance strategies and processes at all levels. Various initiatives were taken in the direction of adopting quality assurance strategies and processes at the Institutional level, as mentioned below:-

1. Adopting initiatives in the up-gradation of the existing facilities of ICT, like establishing better internet connectivity, installing latest softwares, Computers, Smart and Virtual Classrooms, improvement in quality of teaching and research by establishing a Research Center in the campus.



2. Providing inputs for adoption of best practices in administration and academic areas for efficient resource utilization and better services to students and staff.

3. Adoption a unique practice of blended teaching comprising on-line and off-line teaching, learning and evaluation process to ensure a premium quality of academic output.

4. IQAC initiated various skill -based and employability enhancement programmes to add to the quality as well as the holistic education of the students.

5. Organising Faculty Development programmes to provide in-service training and up-gradation to the teaching and non-teaching staff

6. A regular feedback from the stake holders both students and teachers was ensured through questionnaires and survey for the quality improvement and assurance of the various initiatives taken by the IQAC. Feedback and suggestions on teaching and administrative performance through the Suggestion Box located in College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning, processes, methodologies of operations and innovative projects adopted by all the streams of academic branches- Sciences, Commerce and Humanities. The teaching-learning processes and outcomes are reviewed, and improvements are implemented, based on the IQAC recommendations.

The College IQAC regularly meets every three months and monitors the quality assurance of methodology and innovation through the following process:-

1. Annual Quality Assurance Report (AQAR),
  
2. Self-Study Reports,
  
3. Monitoring and supervising the performance of the initiatives on the basis of the feedback in form of reports from various committees working on the initiatives of IQAC,
  
4. Action is taken based on the reports through the recommendations made by the IQAC

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

<b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b>	<b>C. Any 2 of the above</b>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.gccm.ac.in/pressrelease.php?key=167_61248_Notice_2178519161.jpg">http://www.gccm.ac.in/pressrelease.php?key=167_61248_Notice_2178519161.jpg</a>
Upload e-copies of the accreditations and certifications	<p style="text-align: center;"><b>No File Uploaded</b></p>
Upload any additional information	<p style="text-align: center;"><b>No File Uploaded</b></p>
Upload details of Quality assurance initiatives of the institution (Data Template)	<p style="text-align: center;"><a href="#">View File</a></p>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college acknowledges the aspirations as well as the need to sensitize the young minds for creating an environment of social harmony and tolerance. For this purpose the college guide students on issues related to gender equity from time to time. The College primarily focuses on the safety and security of students. In this regard the institute organizes gender sensitization programmes for girls and boys to ensure the safety of girl students. These programs are conducted under the aegis of the Women Cell and the Gender Sensitization Committee. These two committees work towards creating a gender sensitive environment and also provide a forum for lectures, seminars, talks, debates, workshops and discussions on gender issues. These initiatives taken by the committee ensure the unfurling of the conception of security among students but at the same time the institute also looks forward to provide physical security to students. This is made possible through the efficacy of various other committees constituted in the college such as the Anti Ragging Committee, Discipline Committee and the Internal

Complaint Committee which ensures a safe environment in the college. The installed cctv cameras at key places in the campus too provides vigilance around the clock. Keeping in consideration the primary facility required for girl students and their personal needs the institution has made available a common room for the girl students with adequate seating facility, first aid and availability of washrooms at the nearest possible distan

Event Date Participants (M) Female Women grievance cell addressed the girls students of 1st year and informed them about the working of the cell and legal actions it can take 18-07- 2020 20 60 A talk by the gender sensitization committee on "Participation of women in public decision making" 12-11-2020 20 40 Another talk by the gender senitizaiton committee on "Gender Maintreaming" 24-02-2021 30 60

File Description	Documents
Annual gender sensitization action plan	<a href="#">hjgggg</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

E. None of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college enthusiastically participates and contributes towards the various programmes and initiatives of Swachh Bharat Abhyan which emphasizes on the proper treatment of waste. Joint efforts in this regard has been made by the NCC, NSS and the various departments in the college in eradicating waste by following the three R's (reduce reuse and recycle) strategy. NSS wing of the college extends its services not only to the college by carrying out cleanliness drives and talks about the proper treatment of waste, but it has at the same time carried out drives around the campus specifically to tourist sites like Glen. Additionally it has adopted a village Gawahi in the periphery of the college where the volunteers have demonstrated the proper procedure of disposing the waste. Likewise NCC too has actively participated in cleanliness drives in and around the campus. Within the college campus students are made aware about the treatment of waste through seminars & talks organized by the college. Efforts are undertaken for the reduction of waste as the institute focuses on maintaining paperfree administration with emphasis on digital equipments. Waste recycling involves the treatment and segregation of waste material. Bins for solid waste have been placed at different spots to ensure its treatment at its source. Recycling of waste articles in the college campus, specifically pertaining to the material not in usable condition in various laboratories is brought by writing them off through the procedure of public auction.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. Landscaping with trees and plants**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment**

**E. None of the above**

**with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**  
**5. Provision for enquiry and information :**  
**Human assistance, reader, scribe, soft copies of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The aim of providing inclusive environment, tolerance and harmony is achieved by organizing and celebrating various events during the academic year. The Rovers and Rangers, NSS and NCC units of the college actively participate and at times organize events to inculcate tolerance for diversities among the students and to promote inclusive and harmonious environment for student progression. Various other events related to social welfare are also organized by the Red Ribbon Club of the college with active participation of the students. Hindi literary society and English literary club exists in the college which allows the students to showcase their literary skills by organizing various events and competitions during the academic year in an effort to bridge the linguistic gap. The students belonging to SC/ST and other economically weaker sections of the society are encouraged and facilitated to enroll for various scholarship schemes provided by the Government, in an effort to promote the socioeconomic harmony.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Students are made aware about their constitutional obligations through the 'student induction lecture' by the Principal in the beginning of the academic year. A discipline committee is constituted to keep a necessary check on students' behavior in the college.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**D. Any 1 of the above**



File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

#### 7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College regularly celebrates and organizes various National and International commemorative days and events. During this pandemic year some events were conducted through online mode as the College remained closed due to lockdown. The various events organized by the College during 2020-21 include World Environment Day, International Day of Peace, International Women's Day, Constitution Day, World AIDS Day, Mathematics Day, World Theatre Day, National Science Day, International Yoga Day etc. The detail of the events is provided below:

##### 1. Environment Day Celebration (June 5, 2020)

7 HP (1) COY NCC Shimlacadets celebrated the World Environment Day and planted trees in Glen forest.

##### 1. International Yoga Day Celebration (June 21 , 2020)

International Yoga Day was celebrated virtually. A Yoga Session was organized and attended by the Principal , Staff and students.

##### 1. Celebration of International Day of Peace (Sep 21 , 2020)

Rovers and Rangers Unit of the college under the banner of The Bharat Scouts and Guides virtually celebrated International Day of Peace by making posters and writing slogans.

##### 1. Celebration of Constitution Day (Nov 26, 2020)

The NSS Unit celebrated the Constitution Day through a digital

campaign to promote the constitutional values among the people and make them understand its significance by presenting Short Speech Videos.

1. World AIDS Day Celebration (Dec 1, 2020)

The NSS Unit of the college organized Online Poster Making and Slogan Writing Competitions on the theme "Ending AIDS Pandemic".

1. HIV Awareness Day /World AIDS Day Celebration (Dec 2, 2020)

The Red Ribbon Club members celebrated HIV awareness on 02 December 2020

1. Online event for celebrating Mathematics Day (Dec 22, 2020)

On the occasion of 133rd birth anniversary of great Indian Mathematician Srinivasa Ramanujan (1887-1920) an event was organized by the Department of Mathematics.

1. Celebration of World Theatre Day by the Dramatic Society (March 24, 2021)

The Dramatics Society of the college performed a play "Pagal Nahin Bimar Tha" on 24th March 2021, to celebrate the World Theatre Day, with the staff members observing all the social distancing norms.

1. Online Quiz held on National Science Day (Feb 28, 2021)

An Online quiz was conducted on the topic "Science, Technology and Innovation" organized by the Ek Bharat Shreshtha Bharat Club and Department of Chemistry, Carmel College Mala, Thrissur, Kerala in collaboration.

1. International Women's Day (March 8, 2021) was celebrated with the theme "Women in Leadership: Achieving an Equal Future in a COVID 19 World" in the College Auditorium. The programme was organized by the Women Grievance/Harassment Cell. Advocate Yogita Dutta and Social Activist Kalpana Sanghaik were invited to deliver lectures and create awareness on Women Rights and Women Empowerment.
2. World Environment Day Celebration by Eco Club (June 12, 2021)

The Eco Club organized an online function under the guidance of the Principal Dr. Anupama Garg. Dr. Suresh C Attri, Principal

Scientific Officer, Department of Environment, Science and Technology, Govt. Of H.P was invited as the resource person for the event.

**Links:**

1. <https://www.facebook.com/NSS-Unit-Kotshera-Shimla-4-1706701976305244/>

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**1. Title of the Practice:-Student Book Club**

**2.Objective of Practice**

The objective of the college book club is to support the students who are financially challenged and needy. The college library offers a section of donated books that can be used by the needy students who lack the means to buy books.

**3. The Context**

It is often found that a large number of students in government colleges find it difficult to purchase costly text books or other relevant reference material due to

I) lack of adequate financial support or poor financial background

II) The book stalls in Himachal Pradesh do not keep adequate

stock in their shops due to frequent change in the syllabus

III) Students, especially those appearing again due to compartment find it difficult to procure books of old syllabi

iv) It is difficult to procure costly and rare reference material even for the students with adequate financial support.

#### 4. The Practice

Therefore, this year the book club of RGGDC Kotshera was conceptualized and established in the month of August, 2021 to support the needy students of the college. The teachers getting transferred to other colleges, students passing out from the college and even the non-teaching staff collectively form the contributors to the book club which includes - text- books reference books, journals, comics, general knowledge books and help books for competitive and entrance exams.

#### 5. Evidence of Success.

The project of Student Book Club proved successful keeping in view the object with which it was conceptualized. More than hundred books of the subjects of Arts, Science and commerce were donated in the current session. In spite of the intermittent COVID Lockdowns it has been seen that these books have helped a lot of students who faced challenges procuring study material during this difficult time. We at RGGDC Kotshera are proud of this new practice

#### 6. The Problems Encountered and Resources Required

Any noble work comes hand and glove with hurdles, and so was the execution of the plan of students Book club. A lot of motivation is needed to break through the mindset of both the giving and receiving ends. Allocating enough space and cataloging the articles was a huge border but the same was achieved by the shramdaan of NSS and Rovers and Ranger volunteers who perform the duty of maintaining the record of amount of money worth which the books are given away as well as received as donation, once a week.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our College converted the challenge of COVID Pandemic in the year 2020 into an opportunity for re-invention, growth and development. In the wake of the first pandemic lockdown and the consequent adoption of On-line education system we at our college decided to:-

- Adopt Google Meet digital Application as the platform of on-line teaching.
- Attendance of the lectures was collected through google spread sheets
- Course assignments were submitted by the students through Google Classroom or through mail.
- Department webinars were smoothly conducted by the various streams.
- The various clubs, associations and student voluntary groups actively organised digital and on-line activities.
- The NCC unit of our College was awarded by the Honourable Governor of the state for their excellent contribution to the social service through Corona Pandemic
- Free vaccination camps were organised by the College in the campus
- Off-line classes were also conducted by the teachers on the basis of odd-even formula of attendance
- The college was able to successfully conduct off-line Annual Examination of the final year students as well as the results of the the first and second year students were calculated on the basis of the formula devised by the H.P.University and the task was executed efficiently and well within the schedule by the college staff.
- We were able to enhance the internet connectivity of the College.
- ICT infrastructure was upgraded in the College by procuring new computers, smart classrooms and Virtual classroom.
- Life-skill courses, workshops were organised to enhance the personality, employability and vocational /entrepreneurship

### skills of the students

Therefore Computers and Information technology as well as Life-skill Management are the areas in which Kotshera College, Chaura Maidan can claim Institutional Distinctiveness in the session 2020-2021.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

Our College has identified the following plans of action for the next year:-

1. To facilitate the continuous upgradation of knowledge and use of Technology by both the students, teachers and the administrative staff of the College.
2. This shall be done by upgrading the existing ICT facilities by installing more smart /Virtual classrooms, Computer/Language Labs, Automated Library and ICT facilities in Faculty Department rooms.
3. To provide special support initiatives in the field of research based projects for the students and teachers of the college by establishing a separate Research Centre in the college.
4. To promote and launch more job-oriented skill-based short term courses in order to enhance the employability of the students.
5. To give additional thrust to campus placement initiatives.
6. To create awareness about Climate change and initiate measures to protect and clean natural environment.
7. To ensure physical and intellectual development as well as to promote sports activities by organising inter-college championships of various games for the students as well as the staff.
8. To upgrade the facilities and infrastructure of sports and games in the college campus.
9. To create a holistic development of students, faculty members and support staff of the college.