

The Annual Quality Assurance Report (AQAR) of the IQAC

Govt. College Chaura Maidan, Kotshera Shimla-171004

Part – A

AQAR for the year

2009-10

I. Details of the Institution

1.1 Name of the Institution

Govt. Degree College, Chaura Maidan Shimla-4

1.2 Address Line 1

Kotshera

Address Line 2

City/Town

Shimla

State

Himachal Pradesh

Pin Code

171004

Institution e-mail address

Principal.kotshera@gmail.com

Contact Nos.

0177-2653291

Name of the Head of the Institution:

Dr. V. P Mahajan

Tel. No. with STD Code:

0177-2653291

Mobile:

NA

Dr J D Sharma

Name of the IQAC Co-ordinator:

Mobile:

NA

IQAC e-mail address:

Principal.kotshera@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

HPCOGN10452

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

NA

1.5 Website address:

www.gccm.ac.in

Web-link of the AQAR:

www.gccm.ac.in/AQAR2009-10.doc

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	77.40	2003	2008
2	2 nd Cycle	NA	NA	NA	NA
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

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

04-04-2004

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 2004-05

02/12/2015

- ii. AQAR 2005-06 03/12/2015
- iii. AQAR 2006-07 04/12/2015
- iv. AQAR 2007-08 05/12/2015
- v. AQAR 2008-09 06/12/2015
- vi. AQAR 2009-10 07/12/2015

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

 Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="0"/>
2.4 No. of Management representatives	<input type="text" value="0"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	1 per quarter

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="0"/>	Faculty	<input type="text" value="4"/>
	Non-Teaching Staff	<input type="text" value="0"/>	Students	
	Alumni	<input type="text" value="0"/>	Others	<input type="text" value="0"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

A number of teachers published research papers both in national and international journals and books.

- The staff and students actively participated in seminars, conferences, training activities and orientation programmes.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<p>To commence the construction work of the Arts block in the college.</p> <p>To install a transformer to meet the load of electricity in the college.</p> <p>To create additional posts for history and Political Science.</p> <p>Fencing of the college campus</p> <p>Post of Chowkidar and Sweeper</p>	<p>Construction of arts block is in progress.</p> <p>A transformer is to be installed for which 20.97 lakhs has been deposited with the HPSEB.</p> <p>Fencing of the college has been completed with an amount of Rs.10lakhs.</p> <p>A request to create these posts have been</p>

to be created	sent to state government.
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* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management NA Syndicate NA Any other body NA

Provide the details of the action taken

NA

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NIL	NIL	NIL	NIL
PG	NIL	NIL	NIL	NIL
UG	03	NIL	01	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	03	NIL	01	NIL
Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NIL

Trimester NIL

Annual 04

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

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

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	Nil	Nil	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

15

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	NIL	NIL	NIL	NIL	NIL	NIL	NIL	05	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty

NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NIL	02	02
Presented papers	NIL	04	NIL
Resource Persons	NIL	NIL	NIL

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

Teaching learning process to be more convenient as well as effective with a strong student centered approach.

2.7 Total No. of actual teaching days during this academic year 180

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

NIL	Nil	Nil
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2.10 Average percentage of attendance of students 85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	228	NIL	8.8	47.4	43.8	92.11
B.Sc	50	NIL	14.2	60.3	25.5	94.00
B.Com	65	NIL	23.3	46	30.7	93.7

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

By interacting with various staff members for bringing academic excellence in the institution, suggesting measures for the improvement of the institution, conducting remedial programme for the weaker students etc.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	01
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	NIL
Others	NIL

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13	03	Nil	Nil
Technical Staff	13	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

Since the institute is offering under graduate courses only, comprehensive research activities are not taken up regularly. A few teachers are, however, guiding the M.Phil & Ph.D students of H.P. University and publishing/presenting research papers.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	01	NIL
Outlay in Rs. Lakhs	NIL	NIL	One lakh	NIL

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	01	NIL
Outlay in Rs. Lakhs	NIL	NIL	One lakh	NIL

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	02	NIL
Non-Peer Review Journals	NIL	NIL	NIL
e-Journals	NIL	NIL	NIL
Conference proceedings	NIL	NIL	NIL

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Nil	Nil	Nil	Nil
Minor Projects	2009-10	<u>UGC</u>	One lakh	One lakh
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	NIL	Nil	NIL	Nil
Projects sponsored by the University/ College	NIL	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total	Nil	<u>UGC</u>	One lakh	One lakh

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	NIL	NIL	NIL	NIL	NIL
	Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

NCC, NSS and Rangers and Rovers students attended blood donation camps, annual camp and planted trees on van mahotsav day.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	(9410-71 Sq Mtr.)	---	--	(9410-71 Sq Mtr.)
Class rooms	24	3	Govt. Aided	27
Laboratories	6	1	Govt. Fund	07
Seminar Halls	Nil	Nil	Nil	Nil
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	NIL	Nil	NIL	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	1,74,079		PTA	1,740,79
Others Furniture and fixtures	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

The computerization of our new library is in the process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14721	2179975	711	106650	15432	2286625
Reference Books	1740	470453	NIL	NIL	1740	470453
e-Books	NIL	Nil	NIL	Nil	NIL	Nil
Journals	NIL	Nil	19		19	
e-Journals	NIL	NIL	Nil		NIL	Nil
Digital Database	NIL	NIL	Nil		NIL	Nil
CD & Video	NIL	Nil	NIL	Nil	NIL	Nil
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	18	01	01	Nil	Nil	03	01	Nil
Added	Nil	Nil	01	Nil	Nil	Nil	Nil	Nil
Total	18	14	02	Nil	Nil	03	01	Nil

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

Nil

4.6 Amount spent on maintenance in lakhs :

i) ICT	Nil
ii) Campus Infrastructure and facilities	10 lakh
iii) Equipments	Nil
iv) Others	20.97 lakh
Total :	30.97 lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC also supports other extension activities like Sports, NSS, NCC, Rangers and Rovers and Cultural Activities.

College provides assistance to organize educational and industrial tours as a part of their curriculum.

Special coaching classes are organized by the college to support weak and needy students.

5.2 Efforts made by the institution for tracking the progression

The Career Counselling Cell guides and motivates the students regarding various employment opportunities available to them.

Tutors provide necessary guidance to the students in their studies and making career choices.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1418	Nil	Nil	Nil

(b) No. of students outside the state

nil

(c) No. of international students

nil

Men	No	%	Women	No	%
	1356	95.5		62	4.5

General	Last Year					Total	This Year					Total
	SC	ST	OB C	Physically Challenged	General		SC	ST	OBC	Physically Challenged		
901	281	43	33	Nil	1258	1076	254	28	60	Nil	1418	

Demand ratio 1:1

Dropout % Nil

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

NIL

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

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

5.6 Details of student counseling and career guidance

All the departments continued with career counseling in their respective subjects. The students were made aware regarding the future perspective in their particular subjects and the future admissions scenario in PG courses at various Universities.

No. of students benefitted

All

5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

Women study and development cell is active in the college.

The cell organized a declamation contest on "Gender and Media", Poster making contest and the staff and students attended a lecture on Gender in culture and Media in present times.

5.9 Students Activities

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

State/ University level

09

National level

01

International level

Nil

No. of students participated in cultural events

State/ University level

11

National level

10

International level

Nil

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government	37	53,600/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The college is a government institution and its vision and mission are in line with the government's policies to provide higher education to poor and needy students.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

The institution focuses on multi skill development of students through co-curricular & extracurricular activities.

6.3.2 Teaching and Learning

Teaching learning is a two way process. Therefore students are motivated to participate actively during classroom teaching.

Lectures are often in the form of healthy class room interactions.

Besides lectures, library assignments, tutorials and discussions are encouraged.

6.3.3 Examination and Evaluation

The college does not have any direct role in the conduct of examination and the evaluation. However, the college conducts its own house examination and keep its proper record for the internal assessment of the students.

6.3.4 Research and Development

A number of faculty members take a keen interest in research and are associated with many such projects. This adds to their academic development which in turn proves beneficial for the students. Dr Sandeep Chauhan lecturer in Chemistry published three research papers in various international journals.

Dr Satya Chauhan successfully guided two Ph.D students.

Dr Mridula Sharma presented four research papers at national seminars in various universities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a new library block. It is well stocked with text and reference books, magazines, journals and newspapers, both in English & Hindi editions. The college library provides all facilities to the students.

6.3.6 Human Resource Management

IQAC encouraged the NCC & NSS volunteers of the college to carry out extension & social service activities regularly.

The CSCA of the college interacted with the less privileged students and worked tirelessly to mitigate their needs.

6.3.7 Faculty and Staff recruitment

Keeping in view the requirement of the college, requests were sent in to the government to appoint more teachers, technical staff & administrative staff in the college.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

The admission of the students is done as per the admission notifications issued by the University and the Directorate of Higher Education.

6.4 Welfare schemes for

Teaching	GPF, 100% Medical Reimbursement
Non teaching	GPF, 100% Medical Reimbursement
Students	Tuition fee for girls are exempted , Scholarship for SC/ST/OBC/IRDP

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Govt.	Yes	Principal
Administrative	Yes	Govt.	Yes	Principal

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

Nil

6.12 Activities and support from the Parent – Teacher Association

The Parent Teacher Association is a very vigorous body of the college and its meetings are a regular feature of the college calendar. It plays a significant role in the various activities related to the cause of students' welfare. Faculty members who are immediately required are engaged on PTA Fund. This year, PTA Sanctioned Rs. 1,74,079 for purchase of blackboards for the new labs and new classrooms.

6.13 Development programmes for support staff

The support staffs are given training by the government during their service.

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

The college campus is maintained with utmost diligence and care. Smoking is prohibited in the campus. Along with the committee members of the campus beautification committee, a gardener was engaged to assist in the upkeep of the college. Seasonal flowers were planted to create an eco friendly ambience around the campus. Such activities also contribute towards promoting a sense of respect.

Fencing of the college campus was completed this year and four new toilets were constructed for the students.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The computerization of new library is in progress.

The renovation of the roof of old library was completed during this session.

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

Construction of arts block is in progress.
A transformer is to be installed for which 20.97 lakhs has been deposited with the HPSEB.
Fencing of the college has been completed with an amount of Rs. 10lakhs
Four new toilets were constructed and computerization of library was in progress.

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

Collaboration with the stake holders like PTA (Parent Teacher Association) for quality teaching , learning & sustenance of the institution.
⇒ Inspiring students to enrol in co- curricular activities especially NSS, NCC, Rovers & Rangers, Sports & other cultural activities.

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

7.4 Contribution to environmental awareness / protection

Tree plantation was done by the NSS volunteers, on the day of Van Mahotsav.

7.5 Whether environmental audit was conducted? Yes No

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

Strength: College has a modern infrastructure.

Weakness: Limited land for expansion and lack of hostel facilities

Opportunities: Located in the state capital the college has potential for attracting students from other states and also international students

Threat: High student – teacher ratio and heavy political involvement.

8. Plans of institution for next year

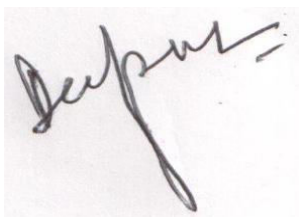
Proposals for the year 2010-11

To complete construction work of arts block

Completing the computerization of library and office.

To start the New degree course in BCA and JMC(Journalism and Mass communication)

To start the construction of water storage tank in the college campus.



Name Dr J D Sharma



Name Dr. Raja Ram Chauhan

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

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