

The Annual Quality Assurance Report (AQAR) of the IQAC

Govt. College Chaura Maidan, Kotshera Shimla-171004

Part – A

AQAR for the year

2010-11

I. Details of the Institution

1.1 Name of the Institution

Govt College Chaura maidan, Kotshera

1.2 Address Line 1

Chaura Maidan

Address Line 2

City/Town

Shimla

State

Himachal

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

Name of the IQAC Co-ordinator:

Sh. Ashok Munjaal

Mobile:

9418008636

IQAC e-mail address:

Principal.kotshera@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

HPCOGN 10452

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)

Nil

1.5 Website address:

www.gccm.ac.in

Web-link of the AQAR:

www.gccm.ac.in/AQAR2010-11.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	Nil	NIL	Nil	Nil
3	3 rd Cycle	Nil	Nil	Nil	Nil
4	4 th Cycle	Nil	Nil	Nil	Nil

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
- vii. AQAR 2010-11 08/12/2015

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)

Himachal Pradesh University
Shimla-5

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 02

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Themes of institution levels conferences/workshops had a wide range from Philosophy, globalisation, Expanding Horizons of Science, drug addiction, Water pollution etc.

2.14 Significant Activities and contributions made by IQAC

Organised institution level seminars/workshops
Organised Gender Sensitization talks on “ Beti Hai Anmol” through the woman cell of college.

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
To start the construction of arts block of the college.	The college was successful in achieving the entire target except the completion of the construction of Arts block.
To start the New degree course in BCA and JMC(Journalism and Mass communication)	The classes in BCA and JMC and computerised accounting were started and college website was also launched.
To start the construction of water storage tank in the college campus.	The storage tank of the capacity of 20,000 Litres was completed with an amount of Rs.5,38,000/-
To start the new website of the college.	The repair of the college toilets was completed with the amount of Rs.
To start the computerised	

accounting course in commerce.	77,000/-.
To repair the toilets of the college.	Sixteen new computers were purchased and internet connection was installed on them.
To install internet connection and purchase new computers.	

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Nil

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	02	01	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	01
Others	Nil	Nil	Nil	Nil
Total	03	02	01	01
Interdisciplinary	Nil	Nil	Nil	01
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	07

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

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.

Nil

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

Courses in BCA and JMC were started

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
44	08	36	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

08

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
Nil	03	Nil	Nil	Nil	Nil	Nil	Nil	Nil	03

2.4 No. of Guest and Visiting faculty and Temporary faculty

00 00 04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	04	02
Presented papers	01	04	02
Resource Persons	Nil	01	Nil

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

The students were given the facility of internet on selected computers.

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

01

Nil

9

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

2.10 Average percentage of attendance of students

78 %

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	186	5	24	44.7	31.3	92.4
B Sc	28	12.4	64.5	32.4	3.1	85.71
B.Com	97	10	56.5	35.4	8.1	75.25

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

The IQAC monitor the teaching and learning through the ACR of the teacher and by sending the report card of the students to their parents

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	01
Staff training conducted by other institutions	02
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	02	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

The IQAC encourages the teachers to go for refresher courses, national and international seminars and conferences/workshops etc. A provision of special leave has been made in the rules.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	01	01	Nil
Outlay in Rs. Lakhs	NA	1,00,000	1,30,000	NA

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	03	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	NA	Nil	Nil
Minor Projects	2010-11	UGC	2,30,000	1,00,000
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	01	UGC	2,30,000	1,00,000

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	NA	NA	NA	NA	NA

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	200	State level	40
National level	02	International level	Nil

3.22 No. of students participated in NCC events:

University level	40	State level	02
National level	02	International level	Nil

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	06		
NCC	03	NSS	03	Any other	Nil

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

A Seven day NSS camp was held at village Gawai in which 80 NSS Volunteers participated. During the camp villager were sanitized of environment and gender issues. Two NSS volunteers participated in national level NSS camps.

NCC cadets participated in a seminar organised to encourage the students to join the army.

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	9410.71Sq.mtsr	Nil	Nil	9410.71sq.mtrs
Class rooms	22	Nil	Nil	22
Laboratories	06	01	BCA 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)	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

There are two computers in the office of the college superintendent. The official work is done on these two computers. The process of the computerisation of the library has been started.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15432	2286625	692	2,20,321	16,124	2506946
Reference Books	1740	470453	50	20,000	1,790	490453
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	11	16,433	Nil	Nil	11	16,433
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	18	01	0	Nil	Nil	03	01	Nil
Added	Nil	Nil	08	Nil	Nil	Nil	Nil	Nil
Total	18	14	08	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.)

The students were exposed to the use of computers and use of internet. The teachers were also given training in the use of computers.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Nil
ii) Campus Infrastructure and facilities	2,01,000
iii) Equipments	Nil
iv) Others	Nil
Total :	2,01,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC made students aware about the different support schemes and services available to the students in the college. For example the students were made aware about different government scholarship scheme like SC/ST/OBC/IRDP/Minority scholarships. They were also provided information about different career options available to them after completing graduation.

5.2 Efforts made by the institution for tracking the progression

Due to some extraneous reasons, college could not do much to track the progression of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2035	Nil	Nil	Nil

(b) No. of students outside the state

17

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1980	97.3		55	2.7

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1076	25	28	60	Nil	1418	1713	252	32	38	Nil	2035

Demand ratio 1:1

Dropout % Nil

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

Special coaching classes were organised to help the students to appear in different competitive examination in for the jobs in state government.

No. of students beneficiaries

134

5.5 No. of students qualified in these examinations

NET	Nil	SET/SLET	Nil	GATE	Nil	CAT	Nil
IAS/IPS etc	Nil	State PSC	03	UPSC	Nil	Others	10

5.6 Details of student counselling and career guidance

A career guidance cell is actively functioning in the college. The students of BA/B Sc/B Com Third year are guided about different career opportunities available to them after graduation.

No. of students benefitted

07

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

Woman grievances cell of the college organises speeches, talks , seminars and poster making competition on the issue of gender sensitization.

5.9 Students Activities

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

State/ University level

320

National level

04

International level

02

No. of students participated in cultural events

State/ University level

60

National level

Nil

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	53	92,640/-
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 vision of the college is to provide higher education to all the students on nominal fee, so that the welfare and egalitarian principles of the education policy are implemented.

6.2 Does the Institution has a management Information System

No.

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

6.3.1 Curriculum Development

Curriculum development is the responsibility of the state university. However, the teachers play an important role in the BOS.

6.3.2 Teaching and Learning

Efforts are being made to introduce ICT in specific courses like BCA and IT.

6.3.3 Examination and Evaluation

The reforms in examination and Evaluation is also in the working area of H P university. The institute cannot initiate any reforms at its own.

6.3.4 Research and Development

Though the institute does not promote any research activities, yet the teachers take research work at their own personal level.

6.3.5 Library, ICT and physical infrastructure / instrumentation

At present, the computerization of library is in initial stage. An arts block is being constructed to augment the infrastructure of the institute. New equipments/apparatus are purchased for the laboratories as per the requirement.

6.3.6 Human Resource Management

Human resource management is taken care of by the state government. However, minor adjustment in the shape of stop gap arrangement is done by the institute.

6.3.7 Faculty and Staff recruitment

The Faculty and the staff recruitment is done by the state government through the HPPSC.

6.3.8

Nil

6.3.9 Admission of Students

All the students are given admission. There is no provision of merit admissions.

6.4 Welfare schemes for

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

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	HP Govt.	Yes	Principal
Administrative	Yes	AG	Yes	Department

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

For UG Programmes Yes No

For PG Programmes Yes NA No NA

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

The H P University has made the evaluation system full proof. Fictitious roll no. Are used to safeguard the identity of the candidates. Efforts are being made by the university to declare the results in time.

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

The university does not promote any autonomy of the constituent colleges. The government and university rather promotes control on the colleges.

6.11 Activities and support from the Alumni Association

The institute is in the process of constituting alumni association.

6.12 Activities and support from the Parent – Teacher Association

The parents Teachers association contribute in terms of financial assistance for arranging the teachers on stop gap basis. It also manages funds for the miscellaneous expenditures incurred on educational activities throughout the session.

6.13 Development programmes for support staff

There is no development program for the support staff.

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

The NSS units of the college organises camps to clean the campus from time to time.
Plants have been grown in the college campus to make it green.
Official work is being done on the computers to reduce the use of papers.

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 college administration resolved to improve the results of all the classes of in all the three streams. It was also resolved to start new courses like BCA and JMC. It created a positive impact in the college.

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

The construction of arts block has been started.

Classes of BCA, JMC and Computerised accounting have been started.

The construction of water storage tank is in progress, Rs.5.38lakhs have been deposited with PWD.

New website of the college has been launched.

The repair of the toilets has also been completed with an amount of Rs. 77,000/- .

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

1. The construction of water storage tank of the capacity of 20,000litrs .The rain water is harvested and stored in this tank. An amount of Rs. 5, 38, 000 is being spent on its construction.
2. The college has unique practice of making the best use of (A/F) amalgamated fund and PTA fund for the different educational activities during the session. In this year 3, 09,079/-were spent from PTA fund for different educational development activities. An amount of Rs. 11,73,402/- was utilised for the meeting out the expenditure incurred on sports cultural and academic activities during the session.

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

7.4 Contribution to environmental awareness / protection

The NSS units of the college organises camps to clean the campus from time to time.

Plants have been grown in the college campus to make it green.

Official work is being done on the computers to reduce the use of papers.

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: The college has rural background strength, which is useful for disseminating the values of liberal learning, social and constitutional values etc.

The students become the strong agent of social change, which is the one of the objective of modern liberal education.

Weakness : the students of this college lag in competitive spirit. Hence they are not selected for different position in government job.

Opportunities: The students are being given the opportunity of training in computers etc. A course in BCA has been started in the college.

Threat: Since this is a govt. run institution, it does not feel any immediate threat for its existence.

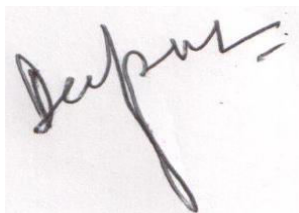
8. Plans of institution for next year

Preparation of N-list of INFLIBNET in the library.

To make a sufficient budgetary provision for the construction of arts block.

To install an electricity transformer in the college campus.

To purchase accessories for indoor games.



Name Prof. Ashok Munjaal



Name Dr. Raja Ram Chauhan

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Abbreviations:

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