

The Annual Quality Assurance Report (AQAR) of the IQAC

Govt. College Chaura Maidan, Kotshera Shimla-171004

Part – A

AQAR for the year

2014-15

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 Pradesh

Pin Code

171004

Institution e-mail address

Principal.kotshera@gmail.com

Contact Nos.

0177-2653291

Name of the Head of the Institution:

Dr. Uma Randev

Tel. No. with STD Code:

0177-2653291

Mobile:

9418457757

Name of the IQAC Co-ordinator:

Dr. Pawan Kumar Salaria

Mobile:

9418276297

IQAC e-mail address:

Principal.kotshrer@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/AQAR2014-15.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:

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
viii. AQAR 2011-12	09/12/2015
ix. AQAR 2012-13	10/12/2015
x. AQAR 2013-14	11/12/2015

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)

B.C.A, T.T.M and J.M.C.

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	Nil		
University with Potential for Excellence	Nil	UGC-CPE	Nil
DST Star Scheme	Nil	UGC-CE	Nil
UGC-Special Assistance Programme	Nil	DST-FIST	Nil
UGC-Innovative PG programmes	Nil	Any other (<i>Specify</i>)	Nil
UGC-COP Programmes	Nil		

2. IQAC Composition and Activities

2.1 No. of Teachers	06
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	01
2.4 No. of Management representatives	Nil
2.5 No. of Alumni	Nil
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	Nil
2.8 No. of other External Experts	01
2.9 Total No. of members	10

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

2.14 Significant Activities and contributions made by IQAC

The consolidation of the implementation of the CBCS (Choice Based Credit System) as it was extended to 3rd semester this year. The shortcoming of the previous years were removed and a plan was chalked out to implement the system smoothly in the 3rd and 5th semester. An orientation programme was organized for the students at the beginning of the academic session to acquaint them with the CBCS under RUSA and other facilities provided by the college.

The teachers actively participated in the meetings of boards of studies constituted for the revision of syllabus under the CBCS system. The process of revision of the syllabus is still undergoing and shall continue next year also.

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
<ul style="list-style-type: none"> 1. To develop the best infrastructure in the college premises 	<ul style="list-style-type: none"> 1.1 Maximum investment in terms of finance and labour was made towards developing the college infrastructure: 1.2 A sum of Rs. 54, 73,800 Lakhs received from the government of Himachal Pradesh was spent for furniture and fixture purposes. New furniture and upholstery was provided for classrooms, front office, staff room and the Principal's office. 1.3 The front office was completely overhauled. It has been made fully computerized so as to update the academic record of the students and other official work, so as to bring efficiency in administrative structure which is essential to cope with the upcoming modern education system 1.4 A sum of Rs. 24 Lakhs was gainfully invested in the renovation, repair and maintenance of existing classrooms and laboratories in order to create a congenial atmosphere for efficient and effective teaching learning process. 1.5 Storage facility for all the departments was enhanced, keeping in view the needs of the respective departments. The teaching and non teaching staff members were provided with additional storage facility in the front office and staff room. 1.6 24 benches were installed in the college campus for the convenience of students, to make the students comfortable in the campus. A number of flower pots were purchased to give an aesthetic look to the campus. The beautification of the campus is also being carried out regularly with the help of students and a trained gardener. 1.7 CCTV cameras have been installed at various key locations in the college. This electronic surveillance device shall definitely prove to be beneficial in maintaining discipline and from the viewpoint of safety of the students, staff and property of the college. Total exp. incurred was Rs. 5,77,065 (Rs. Five Lakh Seventy seven thousand and sixty five only) 1.8 The college canteen was given a face lift

<p>2.To organize seminars/conferences orientation program for the dissemination of the latest information on the teaching -learning process.</p> <p>3. To lay emphasis on the value of public utility services on the stakeholders and to implement student charter wholeheartedly</p> <p>4. To spread awareness regarding women empowerment.</p>	<p>by providing a separate dining area for the staff. New furniture was provided for the staff and students in the canteen.</p> <ul style="list-style-type: none"> • • 2.0 The staff and students actively participated in seminars, conferences, training activities and orientation programmes. An orientation programme was conducted for the students at the beginning of the academic session to make them well conversant with CBCS under RUSA. The teachers guided the new students regarding the choice of subjects and credit system which aided the students in easily comprehending the new system. The teachers of the college were actively engaged in regular academic enhancement by attending national and international seminars and conferences. Some Associate Professors of the college attended a week long training session at the SCERT. A few teachers also attended orientation and refresher courses organized by H. P. University Academic Staff College, to keep abreast of the recent developments in the teaching learning process. • 2.1 Prof. P.K. Ahluwalia, a renowned academician of H.P. University associated with the affairs of IQAC and NAAC was invited in all the quarterly meetings of the college IQAC. All the Interactions with him proved to be beneficial to effectively deal with various issues of IQAC and the self-study report of NAAC. • 3.1 For the first time the CSCA of the college was formed on the basis of merit. All the office bearers were nominated and were merit holders in their respective subjects. This process of election not only ensured the placement of deserving candidates at significant positions but also helped in curbing anti disciplinary activities in the college campus. • 3.2 To strengthen the sports facilities in the college, a Weight Lifting Station with the cost of Rs. 1, 84,170 has been established for the benefit of students. <p>4. A function was organised in the college on 9th March, 2015 to celebrate Women’s Day. The staff and students displayed a keen interest towards gender sensitization and expressed it by presenting self composed poems, songs, and reading articles.</p>
---	--

<p>5. Keep updating the college website with the latest information</p>	<p>Dr. Trisha Sharma, Visiting Faculty Member, Deptt. Of Law, H. P. University was also invited for an interactive session on the legal rights of women. Two staff members were deputed to attend a seminar on women safety and security organized by the Centre for Women's Studies and Development, H. P. University on 4th and 5th March, 2015.</p> <ul style="list-style-type: none"> 5. The college website is continuously being updated and a Facebook page of the College has been created to build up social connectivity between the institution and all those who have been associated with it till date. All essential information regarding the college has been placed on the website. A counter has also been set up to count the number of visits to the website.
---	---

** 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	05	Nil	01	Nil
PG Diploma	Nil	Nil	Nil	Nil
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	01	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	06	Nil	01	Nil
Interdisciplinary	Nil	Nil	Nil	01
Innovative	Nil	Nil	Nil	Nil

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options Elective Courses
 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	Nil
Annual	05

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.

The syllabus of different subjects was revised as per the requirement CBCS (Choice Based Credit System).

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
44	24	20	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

17

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
24	04	20	0	Nil	Nil	Nil	Nil	44	04

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	04	03
Presented papers	03	03	02
Resource Persons	Nil	Nil	01

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

The teachers were instructed to use ICT and PPP in their class room teaching as required in CBCS (Choice Based Credit System).

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

180 days

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

10

08

06

2.10 Average percentage of attendance of students

79 %

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.	162	3.5	21.4	48.2	30.4	78
B.Com.	232	4.3	25.6	37.4	37.0	92
B.Sc.	75	13.5	24.1	50.1	25.8	70

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	01
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	05
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	05	01	01	Nil
Technical Staff	11	02	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

Teachers are encouraged for taking up UGC minor & Major projects in different discipline & subjects. The students are also given the project work on social / economic problems of the local communities. Permission was liberally granted to the teachers for attending seminars/conferences/workshops.

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	Nil	Nil
Outlay in Rs. Lakhs	Nil	1,30,000/-	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	02	01
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	01	Nil	Nil

3.5 Details on Impact factor of publications: N/A

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	Nil	Nil	Nil	Nil
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	Nil	Nil	Nil

N/A

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
01	Nil	01	Nil	Nil	Nil	Nil

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

01

03

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

Nil

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

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level 60 State level 15
National level 01 International level Nil

3.22 No. of students participated in NCC events:

University level 25 State level 15
National level 02 International level 01

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 02
National level Nil International level Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	07		
NCC	03	NSS	04	Any other	Nil

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

An orientation programme was organised for the faculty of Arts, Science & Commerce regarding the CBCS under RUSA system. An Inter College Men and Women Badminton Championship of H.P. University was also organised in September, 2014.

During the session 2014-15 the NSS organised Van Mahotsav in the month of August & planted 200 plants on the Glen Hill. 80 Volunteers participated in AIDS control programme on international youth day. The NSS foundation day was celebrated on 24th September 2013 in the college auditorium. A blood donation camp was organised in which 40 volunteers donated the blood. The NSS unit of the college also repaired the road leading to Gawahi village near Shimla town, during the seven days annual camp. The Red-Ribbon club of the college also celebrated AIDS Control Day. During this camp, the villager were instructed about 'Swine Flu' and also instructed about importance of Voter Identity Card.

18 NCC cadets took part in Republic Day parade. One student was selected for TSC and other was selected for ALV.

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.mtrs	Nil	Nil	9410.71sq.mtrs
Class rooms	29	Nil	Nil	24
Laboratories	07	Nil	Nil	07
Seminar Halls	Nil	Nil	Nil	Nil
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	08	Nil	Nil	08
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	1074535/-	UGC	1074535/-
Others	Nil	54,73,800/-	Govt. Fund	54,73,800/-

4.2 Computerization of administration and library

- The administrative staff of the college was provided with new infrastructural set up under one roof so as to provide a congenial atmosphere to cater to the needs of the students and teaching and non- teaching staff of the college.
- The college library initiated the INFLIBNET facility to assist research activities. A number of staff members and students were issued IDs and passwords to enable them to access online books and journals.
- The college library has been completely computerized. 12 showcases were purchased to upgrade the library facilities. Storage facility has been further enhanced keeping in view the needs of the library. New furniture and fixtures were made available in the library to enhance its ambience.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17,093	3083203	181	60,704	17274	3143907
Reference Books	2000	613623	459	1,07,968	2459	721591
e-Books	180	0	Nil	Nil	180	0
Journals	160	23,670	Nil	Nil	160	23,670
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	90	2700	90	2700
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	34	02	10	Nil	Nil	08	04	Nil
Added	Nil	Nil	Nil	01	01	Nil	Nil	Nil
Total	54	42	10	01	01	08	04	Nil

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

Teachers and administrative staffs are deputed to take training from time to time on networking, e-governance etc. The students are also given time in the IT lab to give them an exposure of internet and computer.

4.6 Amount spent on maintenance in lakhs :

i) ICT

10,42,440

ii) Campus Infrastructure and facilities	22,07,500/
iii) Equipments	10,74,535/
iv) Others	54,73,800/
Total :	97,98,275/

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ⇒ IQAC helps CSCA in providing information to visitors & students.
- ⇒ Financial assistance is extended to SC/ST/OBC/IRDP students through various Govt. sponsored scholarships.
- ⇒ Add-on courses / Hobby are given for the development of soft skills especially by the departments of commerce, languages, fine arts and music.
- ⇒ Career counselling sessions / seminars are conducted regularly in the respective classes.

5.2 Efforts made by the institution for tracking the progression

- ⇒ OSA has been formed in March, 2015. Although a well organised tracking system is not in place in the college, yet a dialogue is established with the old students of the college with the help of the newly formed OSA. The college website is continuously being updated. Membership forms for the Old Students Association have been uploaded on the website. Setting up a counter on the website has enabled the institution to count the number of visits to the website. A facebook page has also been created to enable the old students to become the member of the OSA .

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1729	Nil	Nil	Nil

(b) No. of students outside the state

11

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1556	90.2		173	9.2

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1171	152	28	80	Nil	1431	1419	203	45	62	Nil	1729

Demand ratio 1:1 Dropout % Nil

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

This college does not have such mechanism which could help students in competitive examinations. But the students are prepared for competitive examination by organising career related guidance by the teacher of their respective subject.

No. of students beneficiaries

All

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	16

5.6 Details of student counselling and career guidance

All the departments continued with career counselling 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. Students are motivated to use print media and internet to have a sound exposure to a lucrative job market.

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
- Women's Day was celebrated in the college on 9th March, 2015. Mrs. Trisha Sharma, Visiting Professor, Faculty of Law, H. P. University was invited to hold an interactive session with the students to make them aware about the legal rights of women in the present day scenario. It was followed by a cultural programme aimed at sensitizing the youth about the role of women in the society.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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	52	1,58,872/-
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

03

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 this college goes with the vision of the state govt. regarding the higher education. The college is a government institution and it gets grants from the government as well as UGC for academic, infrastructure, faculty improvement and personality devolvement of the students, grants received are utilised to the maximum limit.

6.2 Does the Institution has a management Information System

No, But the institute uses the PMIS of the state govt. and the directorate of higher education.

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.
- ⇒ The Choice Based Credit System under RUSA facilitates students to make their choices across the faculties for holistic development.

6.3.2 Teaching and Learning

The college has started the assignment/seminars system as one of the component of assessment under the newly introduced CBCS (Choice Based Credit System).
The college is making efforts for ICT enabled teaching learning process for the students.
Lectures are often followed by healthy class room interactions.
Besides lecturer library assignments, tutorials and discussions are encouraged.
Classroom learning becomes healthier with group discussions, seminars, debates, quiz viva, etc.
Peer learning is promoted among the students.

6.3.3 Examination and Evaluation

- ⇒ The teachers keep a record of the continuous performance of students after every internal & external examination.
- ⇒ The institution follows semester system in which a continuous comprehensive assessment system is followed.

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. Many teachers are function as guides/supervisors for Ph.D. students.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has well established library, it has 19733 books, 21 magazines and journals & fourteen news papers both in English & Hindi editions. Everyday more than 200 students & Teachers visit the library. The facilities of INFLIBNET, N-List programme & E- recourses are available for both Students & Teachers. The college library is well equipped with all E-Facilities and latest infrastructure. There are 180 e-resources in the library. Total no. of 620 N-List users makes the best use of INFLIBNET facilities of the library.

6.3.6 Human Resource Management

The Human resource of the college are managed by the state govt. however, the college sends proposals to the education and the Government for deputing/recruiting more human resource to the college

6.3.7 Faculty and Staff recruitment

The Govt. recruits the teaching staff through State Public Service Commission. The recruitment is done through open competition in a fair manner.

6.3.8 Industry Interaction / Collaboration

The BCA pass out students of the college got placed in various organisations. The students of the Commerce and TTM Tourism and travel management department visited industrial complexes as a part of their curriculum.

6.3.9 Admission of Students

Under the CBCS system, total number of seats in each subject has been limited to 120. In some of the subject there is a great competition for admissions. The admission of the students is being done on merit 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	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	State Govt.	Yes	Principal
Administrative	Yes	AG	Yes	LAD

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?

Under CBCS the university has introduced a major examination reform in which 50% weight has been given to the internal assessment of the students

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

Nil

6.11 Activities and support from the Alumni Association

The college recognises the role of old students in the development and welfare of the institution. To this end, the Old Student Organisation was formed recently. The association received a warm response from the alumni.

6.12 Activities and support from the Parent – Teacher Association

The Parent Teacher Association is working effectively in this college. The following steps are taken by the PTA for the welfare of the students

1. The fund is collected from the Parents & Teachers.
2. This fund is used for engaging the teachers where the posts are vacant & the numbers of students are exceedingly large.
3. The fund is also used for purchasing items like Photostat Machine etc. Which benefit the students of the college.

6.13 Development programmes for support staff

Facilities permissible under norms are provided to the support staff like acquaguard, water purifier, hot cases, separate sitting space with heating arrangements etc.

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

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.

Choice Based Credit System (CBCS) along with semester system, was started w.e.f. this session. This system gives a choice to the students to choose the subject of their choice it also gives academic flexibilities as to complete the credits within the span of five years. The introduction of this system has brought a positive impact of the academic environment of the institution. The free computer education was started for the benefit of the students. The students are given information about the general working of the computer. The E-learning resources are taught with special emphasis. The college is also an evaluation centre & is working efficiently.

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

- A sum of Rs. 54, 73,800 Lakhs received from the government of Himachal Pradesh was spent for furniture and fixture purposes.
- A sum of Rs. 24 Lakhs was gainfully invested in the renovation, repair and maintenance of existing classrooms and laboratories in order to create a congenial atmosphere for efficient and effective teaching learning process.
- CCTV cameras have been installed at various key locations in the college. This electronic surveillance device shall definitely prove to be beneficial in maintaining discipline and from the viewpoint of safety of the students, staff and property of the college. Total exp. incurred was Rs. 5,77,065 (Rs. Five Lakh Seventy seven thousand and sixty five only)
- The staff and students actively participated in seminars, conferences, training activities and orientation programmes. An orientation programme was conducted for the students at the beginning of the academic session to make them well conversant with CBCS under RUSA. The teachers guided the new students regarding the choice of subjects and credit system which aided the students in easily comprehending the new system. The teachers of the college were actively engaged in regular academic enhancement by attending national and international seminars and conferences. Some Associate Professors of the college attended a week long training session at the SCERT. A few teachers also attended orientation and refresher courses organized by H. P. University Academic Staff College, to keep abreast of the recent developments in the teaching learning process.
- For the first time the CSCA of the college was formed on the basis of merit. All the office bearers were nominated and were merit holders in their respective subjects. This process of election not only ensured the placement of deserving candidates at significant positions but also helped in curbing anti disciplinary activities in the college campus.
- To strengthen the sports facilities in the college, a Weight Lifting Station with the cost of Rs. 1, 84,170 has been established for the benefit of students.
- College website is continuously being updated and a Facebook page of the College has been created to build up social connectivity between the institution and all those who have been associated with it till date. All essential information regarding the college has been placed on the website. A counter has also been set up to count the number of visits to the website.

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

Conservation of rain water is the best practice of this college. The college has successfully constructed a water storage tank of capacity of 20,000 litres. The water of this tank is used in the toilets of the college. A one more rain water storage tank has been constructed so that more rain water is stored and further used in the time of emergency as Shimla town has a chronic problem of water scarcity.

The college take special care regarding the drug abuse among the students. Special counselling session is organised to discourage the students for drug abuse. The mischievous & hard core addicts are given exemplary punishment like suspension, imposition of fine & rustication from the college.

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

7.4 Contribution to environmental awareness / protection

An utmost care is taken to maintain the green look of the campus. Tree Plantation by the college students, NSS & NCC volunteers both in college as well as outside on the day of 'Van Mahotsav'. The students of the college also take part in the Van Mahotsav & plant trees which are supplied by the HP Forest Department.

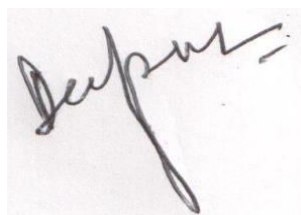
7.5 Whether environmental audit was conducted? Yes No

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

The college has better infrastructure in terms of class rooms, well furnished computers and I T Lab, computerised library, INFLIBNET facility , better sports facilities , fully wi-fi and electronically surveillenced campus.

8. Plans of institution for next year

- * **To speed up the construction work of New Administrative cum Science Block**
- * **Plan to establish Language lab.**
- * **Accreditation of College by NAAC**
- * **To Expend the playground of the College**
- * **To make college self sufficient in Drinking Water Facility**



Name *Prof. Deepak Kumar Kaprate*



Principal
Rajiv Gandhi Govt. Degree College
Shimla - 171004

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
