

**Annual Quality Assurance Report
Government College Solan
Session: 2013-14**



Submitted by:

**Internal Quality Assurance Cell (IQAC)
Government College, Rajgarh Road, Solan
Tehsil and District Solan (H.P)-173212**

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The Annual Quality Assurance Report (AQAR) 2013-14

Part – A

AQAR for the year

2013-14

1. Details of the Institution

1.1 Name of the Institution

Government College, Solan

1.2 Address Line 1

Government College

Address Line 2

Rajgarh Road

City/Town

Solan

State

Himachal Pradesh

Pin Code

173212

Institution e-mail address

gcsolanhp@gmail.com
gcsolan-hp@nic.in
principalgcsolan@gmail.com

Contact Nos.

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Name of the Head of the Institution:

Smt. Reena Tanwar

Tel. No. with STD Code:

01792- 229223

Mobile:

09418451014

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	78.15	2006	2006-2011
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	--	-	-
4	4 th Cycle	-	-	-	-

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

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2011-12 submitted to NAAC on 03/06/2016
- ii. AQAR 2012- 13 submitted to NAAC on 03/06/2016

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce PE Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

BCA, BBA, PGDCA

1.11 Name of the Affiliating University

Himachal Pradesh University,
Shimla (HP)

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

Autonomy by State/Central Govt. / University No

University with Potential for Excellence No UGC-CPE No

DST Star Scheme	<input type="text" value="No"/>	UGC-CE	<input type="text" value="No"/>
UGC-Special Assistance Programme	<input type="text" value="No"/>	DST-FIST	<input type="text" value="No"/>
UGC-Innovative PG programmes	<input type="text" value="No"/>	Any other (<i>Specify</i>)	<input type="text" value="Nil"/>
UGC-COP Programmes	<input type="text" value="No"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>			
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>			
2.3 No. of students	<input type="text" value="04"/>			
2.4 No. of Management representatives	<input type="text" value="NIL"/>			
2.5 No. of Alumni	<input type="text" value="01"/>			
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>			
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>			
2.8 No. of other External Experts	<input type="text" value="01"/>			
2.9 Total No. of members	<input type="text" value="16"/>			
2.10 No. of IQAC meetings held	<input type="text" value="03"/>			
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="2"/>	Faculty	<input type="text" value="1"/>
	Non-Teaching Staff	<input type="text" value="Nil"/>	Students	<input type="text" value="1"/>
	Alumni	<input type="text" value="1"/>	Others	<input type="text" value="----"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Suggestion/Grievance boxes were installed in the college at different places.
2. Faculty Members and Students were introduced with RUSA system.

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
<ol style="list-style-type: none">1. To get prepared for new CBCS system under RUSA to be started by HPU Shimla.3. To appoint teachers from PTA fund to fulfil the requirement of subject teachers.4. Repair and tiling of flooring of rooms in arts block.5. Setting up of separate control room for the conduct of house examination and midterm examinations.6. To initiate cleanliness campaign in the campus.7. To construct boundary wall around college and near the hostel premises.9. To purchase new equipment for labs and re-fill fire extinguishers	<ol style="list-style-type: none">1. New Choice Based Credit System (CBCS) was adopted in the college as per the guidelines of university concern. Faculty members were thoroughly acknowledged with this new system and students were also oriented with CBCS.2. Teachers were appointed on PTA basis to fulfil the requirement of subject teachers.3. Tiles work in floors is in progress.4. Separate control room for the conduct of house examination and midterm examinations was established.5. Cleanliness campaigns were organised

<p>10. Computerisation of fee counter and updating of software.</p> <p>11. Renovation and white washing of arts block.</p> <p>12. To repair principal's residence.</p>	<p>by NSS, NCC and Rovers & Rangers in the campus.</p> <p>6. Computerisation of fee counter was done.</p> <p>7. New equipments were purchased for laboratories and fire extinguisher was re-filled.</p> <p>8. Renovation and white washing of arts block was done.</p> <p>9. Principal's residence was repaired.</p>
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*** Attach the Academic Calendar of the year as Annexure. –Attached Annexure-I**

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

<p>IQAC of the college approved the AQAR after due deliberations with the Principal and Staff.</p>
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Part – B

Criterion – I

1. 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	02	Nil	Nil	Nil
UG	05	Nil	02	02
PG Diploma	01	Nil	01	01
Advanced Diploma	Nil	Nil	Nil	Nil
Diploma	Nil	Nil	Nil	Nil
Certificate	Nil	Nil	Nil	Nil
Others	Nil	Nil	Nil	Nil
Total	08	Nil	03	03
Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

CBCS and Elective open

(ii) Pattern of programmes: CBCS to be introduced in the First year.

Pattern	Number of programmes
Semester	07
Trimester	-
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- Attached Annexure-II**

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

In 2013-14 CBCS started by HPU, Shimla. The students can opt for interdisciplinary subjects. Syllabi of all the subjects were revised by H.P. University and some of the college teachers were also the members of Boards of Studies/Working group.

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
	55	15	39	NIL	01 (Leave Vacancy)

2.2 No. of permanent faculty with Ph.D. 22

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	NIL	-	-	-	03

2.4 No. of Guest and Visiting faculty and Temporary faculty - - 07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	02	
Presented papers	05	17	
Resource Persons	----	----	02

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

Teachers try various methods to make their teaching effective and understandable to students. Use of ICT laboratory, audio-visual teaching, quizzes, tutorials and educational tours are some of the regular features used.

2.7 Total No. of actual teaching days during this academic year
(Excluding Examination and Evaluations) 118-123

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) No

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop - 04 -

2.10 Average percentage of attendance of students

78-80%

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.II	292	1.4	24.7	39	20.1	84.6
B.A.III	344	0.6	29.8	35	30.2	95.6
B.Com II	318	1.3	33.3	36.8	25.1	95.3
B.Com III	293	0.7	41.6	34.8	23.5	99
B.Sc. II	171	1.7	25.7	32.2	8.8	66.67
B.Sc. III	81	0	51.9	43.2	3.7	99
BCA I	56	8.9	16	00	00	25
BCA II	52	1.9	38.5	9.6	00	50
BCA III	53	3.8	39.6	3.8	00	47.17
BBA I	39	2.6	66.7	15.4	00	84.6
BBA II	40	00	67.5	20	00	87.5
BBA III	34	55.9	32.4	5.8	00	94
PGDCA I Sem.	33	3	18.2	00	00	21
PGDCA II Sem.	22	13.6	13.6	00	00	27.3
MA ECO II	27	-	3.7	14.8	81.5	100
MA ECO I	19	-	5.3	31.6	63.1	100
MA ECO III	23	-	30.4	34.8	34.8	100
MA ENG II	17	-	58.8	29.4	11.8	100
MA ENG IV	17	-	29.4	71.6	-	100
MA ENG I	19	-	5.3	94.7	-	100
MA ENG III	16	-	62.5	37.5	-	100

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

i) Motivate staff members to attend various programmes related to new trends in teaching approaches and provide a better atmosphere for encouraging research related programmes. Faculty members are encouraged to enrich their teaching-learning skills, by participating in seminars/workshops/conferences etc.

ii) Internet facility is made available to teachers in their department and ICT lab is also available to teachers as well as students to access the internet.

iii) Feedback related to teaching learning processes are obtained from students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefited</i>
Refresher courses	01
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	01
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	17	04	NIL	NIL
Technical Staff	11	03	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

The faculty members are encouraged to participate in conference, seminars and other research related activities. Some faculty members are pursuing their Ph.D from different universities and some teachers are even supervising Ph.D students. This is done on the recommendation of IQAC.

3.2 Details regarding major projects: NIL

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

3.3 Details regarding minor projects: Nil

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	02	-
Non-Peer Review Journals	08	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

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

NIL

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects				

(other than compulsory by the University)				
Any other(Specify)				
Total				

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: NA

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

3.9 For colleges: Nil
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 N/A	Level	International	National	State	University	College
	Number	Nil	Nil	Nil	Nil	Nil
	Sponsoring agencies					

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 : Nil

From Funding agency from Management of University/College

Total

3.16 No. of patents received this year NIL

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- N/A

Total	International	National	State	University	Dist	College
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) **N/A**

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 :

1. NCC Cadets took part in Himachal Day parade on 15th April 2013 at Thodo Ground.
2. Environment day was celebrated on June 05 with plantation of saplings and cleaning of the campus.
3. NCC Cadets Celebrated NCC Day on 23rd November 2013 at Unit Office, Thodo ground, Solan.
4. NSS volunteers organised three cleanliness and one campus beautification camp in the campus.
5. NSS volunteers observed World Environment Day and tree plantation was done on college premises.
6. AIDS awareness camp was organized in the campus.
- 7 Teachers' Day and Women's Day were celebrated by NSS volunteers.
8. Sixty students participated in the NSS Special camp (Annual) held at village Sultanpur, Barog Panchayat, Distt. Solan.
9. Seventy NSS Volunteers donated blood in Blood Donation Camp organized in the college.
10. Students of Philosophy department went on one day execution to Dolangi Monastery.
- 11 Department of Geography organised a workshop on 'Disaster management' and students of BA- III Geography also visited the Zonal Hospital Solan and knew about health related issues and helped patients there.
- 12 Two Rovers and Four Rangers attended fifteen days water sports training programme, nine Rovers and Two Rangers participated in state level Praveen camp held at Shahtalai.
- 13 Two Rovers and Two Rangers participated in state level adventure sports held at Manali and two Rovers get training for disaster management at regional mountaineering centre Dharamshala. Beside this Six Rovers and Seven Rangers took part in Republic Day parade at Shimla.

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	38,425 sq.m.	NIL	NIL	38,425 sq.m.
Class rooms	20	NIL	NIL	20
Laboratories	11	NIL	NIL	11
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	0.17	Science Fund	0.17
Others: (Multipurpose Hall, Staff Room, Girls common room, sports room, IQAC room, CSCA room, IQAC rooms, Examination room, NCC and NSS room).	1 each	NIL	NIL	1 each

4.2 Computerization of administration and library

"Library Management Software" SOUL 2.0 purchased. Library Automation/Computerisation are in pipeline.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	770	7934	Nil	NA	770	7934
Reference Books	700	110000	Nil	NA	700	110000
e-Books	90000+	Rs. 5000PA	Nil	NA	90000+	Rs. 5000PA
Journals	2	1800PM	Nil	NA	2	1800PM
Book Bank	727	46112	Nil	NA	727	46112
BBA Books	268	77104	Nil	NA	268	77104
BCA Books	323	109361	Nil	NA	323	109361
General Books	20546	843349	3	895	20550	844244
UGC Books	5700	945893	Nil	NA	5700	945893
e-Journals	4500+	Rs. 5000PA	Nil	NA	4500+	Rs. 5000PA
Digital Database	-		Nil			
CD & Video	-		Nil			
Others (specify)	-	NA	Nil	NA	Nil	NA

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	86	02	45	-	01	02	23	-
Added	-	-	-	-	-	-	-	-
Total	86	02	45	-	01	02	23	-

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

The library has three computers for teachers and students with internet facilities and they are oriented to use e-resources as well as the library collection. Many departments of the college are provided with their own computer with internet facility and beside this ICT laboratory is also available to all students to access internet.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.33
ii) Campus Infrastructure and facilities	43.4
iii) Equipments	.17
iv) Others	2.3
Total :	46.2

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. IQAC conducts orientation programmes for first semester students, familiarising them with CBCS/RUSA.
2. Special attention is given to slow learners through remedial classes.
3. Academic calendar is made every year in the beginning of the session to be incorporated in the prospectus of the college.

5.2 Efforts made by the institution for tracking the progression

IQAC in its meeting keeps a record on annual variations in enrolment and placement. It also tries to capture the data about distinctions and progression of college students in different streams.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3239	86	-	BCA-180, BBA-34, PGDCA-114

(b) No. of students outside the state

00

(c) No. of international students

00

No	%
1599	44%

Men

No	%
2054	56%

Women

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2680	65	18	112	00	3631	2706	67	16	107	00	3653
	3	6					6	4			

Demand ratio: 1:2.4

Dropout %

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

Nil

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations: Data Not Available

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

5.6 Details of student counselling and career guidance

This cell is established in college and it regularly provides counselling and career guidance in association with experts from industry and public sector.

Third year students are counselled for various competitive and PG admission examinations.

No. of students benefitted

5.7 Details of campus placement: **NIL**

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

5.8 Details of gender sensitization programmes

Women Cell of the college is in operation and it organises various events and discussions. On 8th March 2013 it celebrated Women's Day. An awareness programme was organised in the girls hostel by NCC officer Santosh Khattri. On 4th September 2013 a rally was organised by the women's cell.

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	-	-
Financial support from government	95	365276
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives: **NIL**

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:

Grievances of students are handled by a cell specially established for this purpose in the college. In addition to this students can directly report their grievance to the head of the institution on all working days. Grievances of the students pertained to the maintenance of the infrastructural facilities are taken up on regular bases through the college building committee. The demand for faculty is communicated to the state Higher Education department for redressal at their end.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

Government College Solan, Himachal Pradesh is a premier institute of the state which imparts quality education to the students in social sciences, basic sciences, commerce and performing arts (Music and Painting) at the undergraduate and post graduate level. The college also offers professional courses like BBA, BCA, PGDCA and BJMC to cater to the professional needs of the college. Various categories of courses like horticulture and mushroom cultivation, etc are a part of the regular curriculum in biological sciences, which also serve this end. The college has also opted for Bachelor of Vocational Science in Healthcare and Retail Management which are likely to be made functional from the forthcoming academic session 2016-17. The college aspires to have a transformational impact on students through comprehensive education as outlined above. The college also seeks to inculcate qualities of competence, confidence and excellence among students through co-curricular and extra-curricular activities like Sports, Cultural activities, NCC, NSS, Rovers and Rangers. A finely tempered blending of academic and related activities enable the college to ingrain the qualities of national importance, as envisaged in the Constitution of India and the Framework for higher education adopted by the University Grants Commission, New Delhi, by orienting the students towards the values of secularism, national integration and social commitment. The College further aims to mould the students hailing mostly from the marginalized and weaker sections of the society into better individuals and to guide them to contribute constructively towards the society. The academic and other student oriented programmes of the college eventually aim at ensuring that the students coming out of our campus should be enlightened individuals who are emotionally sound and practically efficient. The faculty members are also encouraged to acquire state-of-the-art information in their fields of study and adopt innovative methods of teaching that will cater to the needs of learners at various levels of study and deliver the vision of the college in practice.

Mission:

When it comes to translate the vision of the college in praxis, the college aims at imparting quality education to the students and equip them to cope with the latest requirements in professional and social spheres through innovative techniques and practices. We are convinced that proper education is the best resort to empower and uplift the youth for individual, social and national welfare. As such, the mission of the college may be stated as:

- To instil scientific zeal among the students and to prepare and develop human resource capable of facing national and global challenges.
- To facilitate students with opportunities to hone their ethics and leadership potential for their better future.
- To sensitize the students towards inclusive social concerns, human rights, gender and environmental issues.
- To inculcate the multidimensional personality development of the learners that will enable them to fulfill the needs of industry and the community at large.

6.2 Does the Institution has a management Information System

We do not have any management Information System but we do keep computerised faculty wise data of each student and even our fee-counter is computerised.

6.3 Quality improvement strategies adopted by the institution for each of the following:**6.3.1 Curriculum Development**

Curriculum development is done by HPU, and faculty member are part of board of studies

6.3.2 Teaching and Learning

The college has well qualified and experienced faculty. The college follows the academic calendar as per the HP University guidelines and also prepare its own activity calendar. Optimum use of teaching learning material is used. Lesson and lectures are well planned before delivery. Students are encouraged to participate in teaching learning process. Assignments, seminars, quizzes, workshops, practical, educational excursions are organised throughout the year. Prizes are given to meritorious students during annual functions held annually and due publicity is given to them to ensure proper motivation and social recognition.

6.3.3 Examination and Evaluation

College conducts minor test as per CBCS guidelines and term examinations are conducted under the guidance of controller of examination H.P. University.

6.3.4 Research and Development

To keep the research temper alive in the college the faculty members of the college are also motivated to take up research projects initiated by the affiliating university or the UGC.

The faculty members are provided with financial assistance to participate in various International conferences and fourteen days special leave is granted for such participation.

6.3.5 Library, ICT and physical infrastructure / instrumentation

College has its own building with hostel for Boys, Girls and separate tribal hostel. College has good library and well equipped computer lab with multimedia facilities. Various departments of the college also have LCD projectors which are used by the teachers. There is a common room for girls. Computers have been provided in the library with infilbnet facility. Internet is available in college computer lab and is easily accessible to all the students. College also have a Principal residence, six residential sets for faculty and four sets for non-teaching staff.

6.3.6 Human Resource Management

Every faculty member contributes in different activities undertaken by institute. Thus leading to judicious management of Human Resources.

6.3.7 Faculty and Staff recruitment

Staff is recruited by the govt. through HPPSC and some temporary faculty members are appointed through college PTA.

6.3.8 Industry Interaction / Collaboration

Under Career and counselling Cell, people from industry come for campus interviews cum training. Students are also taken to various local industries and research institutes for the enhancement of their knowledge and build entrepreneurship skills.

About 40 science students visited a Pharmaceutical company at Chambaghat, Solan, along with two teachers

6.3.9 Admission of Students

Admission to PG courses and BBA/BCA/PGDCA is done on merit basis. For pass-course annual UG system admissions are done as per H. P. University and H. P. Government guidelines.

6.4 Welfare schemes for

Teaching	Group insurance, GPF Schemes, Medical Leaves, Maternity Leaves, Paternity Leaves, Gratuity etc.
Non teaching	Group insurance, GPF Schemes, Medical Leaves, Maternity Leaves, Paternity Leaves, Gratuity etc.
Students	<ul style="list-style-type: none"> • Scholarships for females and other students funded by Government. • Awards and prizes for students. • Book Bank. • Tuition fee exemption to H.P. bonofide girls students. • Hostel facility for students from tribal areas of Himachal Pradesh.

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	No	-	Yes	IQAC
Administrative	No	-	Yes	IQAC

6.8 Does the University/ Autonomous College declare 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?

Examination related reforms are taken by HP University Shimla, as this college is affiliated to said university

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

In 2013, 150 members participated in the conference in which an executive council was formed including the following members. President Sh. KulRakesh Panth, Vice President Sh. Shurveer Singh, Secretary Dr. Baldev Singh, Joint Secretary Sh. Rajeev Chopra, treasurer Sh. Anokhee Ram, Advisor Sh. Bedi, Member Smt. Raj Sharma, Smt. Komdi dhal. In the year, the association organised meetings from time to time and played a positive role in the development and progress of the college.

- Members of OSA visited college boundaries and advised college authorities to check the encroachment in the college land.
- OSA organised a lecture on environment conservation and reputed environmentalist Mr. M.C. Mehta of Delhi delivered his lecture in the college.

6.12 Activities and support from the Parent – Teacher Association

- Parent Teacher association (PTA) is working in the college from many years. This year PTA committee was formed in the chairmanship of Prof. Reena Tanwar on 27 July 2013. The committee is as follows:
- President: Sh. Bhagwan Dass, Vice President: Sh. Jai Krishan Sharma, Secretary: Prof. Archana Gupta, Joint-Secretary: Sh. Ishwar Dutt Sharma, Treasurer: Sh. Rajiv Kumar, Advisor: Prof. Ashok Munjal.
- In this year eight teachers and five non teaching staff was appointed against vacant post through PTA.

6.13 Development programmes for support staff

Training is provided to update the staff with latest computer knowledge and office management (PMIS), being conducted by H.P. Government from time to time.

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

The NSS unit of the college organised tree plantation in the college premises campus beautification camp was also organised by them. The NCC unit also planted saplings around the campus.

A committee of some faculty members i.e. Campus Beautification Committee has been formed for the purpose.

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.

- Continuous and comprehensive evaluation introduced under RUSA.
- Online entering of the result of the students.
- Various units such as sports, NSS, NCC, IQAC and cultural committees encouraged student participation in various extracurricular and co-curricular activities.

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

1. Introduction of new academic system that is RUSA.
2. Appoint teachers from PTA fund to fulfil the requirement of subject teachers.
3. Setting up of separate control room for the conduct of house examination and midterm examinations.
4. To initiate cleanliness campaign in the campus.

7.3 Give two Best Practices of the institution

1. Extra-curricular activities for the holistic developments of students. Students are encouraged to participate in various sports, cultural and other activities at state and national level.
2. Improving teaching learning process and skill development through field/industry exposure.

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

7.4 Contribution to environmental awareness / protection

During the session various environment awareness related drives have been organised to sensitise the students as follows:

- Nature & Environment Protection Club and Department of Botany celebrates Wildlife Week every year during the first week of October. A quiz on the topic 'Wild Wisdom' is conducted for the students of all the faculties of the college. It is sponsored by Himachal Pradesh Chapter of World Wide Fund for Nature-India (WWF-India). Documentary films

on environment related issues (Water and Natural Resource Conservation) are shown every year to the students.

- Nature & Environment Protection Club organized a paper reading contest on the theme "Current Environmental Issues in the Himalayas" on 11th September, 2013 in association with World Wide Fund for Nature-India (WWF-India). Twenty students from different departments presented their papers highlighting the current status of the fragile ecosystem of the Himalayas. The participants were of the view that most of the environmental problems in the region are manmade. Major problems highlighted were pollution, forest fires, landslides overgrazing, floods, earth quakes etc. They also suggested various strategies to save the Himalayas from manmade disasters in near future.
- Old Students' Association and Nature & Environment Protection Club of the College organized a lecture on the topic "Environmental Activism in India" on 3rd Aug., 2013. An eminent environmental lawyer of India and Magsaysay Award winner, Sh. Mahesh Chander Mehta from Delhi delivered his lecture covering the main issues pertaining to climate change, soil, air & water pollution and adulteration of food items. He referred to the unbearable pollutant levels in the Holy Ganga, which is persisting in spite of 'Ganga Action Plan'. Hon'ble Minister for Social Justice and Empowerment, Dr. (Col.) Dhani Ram Shandil Ji was the guest of honour in function.
- Department of Botany and Nature & Environment Protection Club organized an exhibition on "Medicinal and Useful Plants of Solan" on 7th Sept., 2013 in the department of Botany. More than 200 local plants were on exhibition.
- A lecture on climate change and ozone layer was delivered by Dr. Anil Thakur on Ozone Day (16th Sept., 2013). It was followed by screening of a documentary on climate change "A Weeping Apple Tree".

7.5 Whether environmental audit was conducted? Yes No

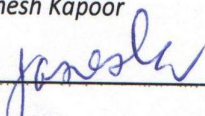
7.6 Any other relevant information the institution wishes to add. (For example SWOC Analysis)

See Annexure -III

8. Plans of institution for next year

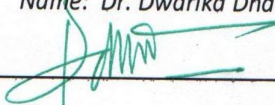
1. Laboratories to be equipped with new equipments.
2. Online fee deposit as proposed by Himachal Pradesh University.
3. INFLIB registration of students on priority basis by library.
4. New auditorium to be constructed as per the funds approved by the government.
5. Renovation and white washing of arts block.
6. More seminars and conferences to be conducted.
7. Collaboration with institutions and industries to be initiated.
8. Completion of tiling of flooring of rooms in arts block.

Name : Dr. Janesh Kapoor



Signature of the Coordinator, IQAC

Name: Dr. Dwarika Dharela



Signature of the Chairperson, IQAC

Annexure-I

2.15 Academic Calendar:

<i>Summer vacation</i>	11 th May, 2013 to 9 th June, 2013
<i>College Reopen</i>	11 th June, 2013
<i>Admission</i> without late	1) 11 th June, 2013 to 20 th June, 2013
	fees
late	2) 21 st June, 2013 to 30 th June, 2013 with
	fees of Rs. 10/- per day
<i>Regular Teaching commences</i>	21 st June, 2013
<i>PTA Meeting</i>	2 nd week of September, 2013
<i>S.C.A. Election</i>	As per date announced by HPU
<i>Supplementary Examinations</i>	As per University Date sheet
<i>Function of subject societies/clubs</i>	September to November, 2013
<i>Youth Festival</i>	As per University Calendar
<i>College Athletic Meet</i>	Last week of November, 2013
<i>College Excursions/ Study Tours</i>	October/ November, 2013
<i>House Examinations</i> December	Last week of November/First week of
<i>Filing of University Examination Forms</i>	Second week of December, 2013
<i>NSS Annual Camp</i>	Last week of December, 2013
<i>Annual Prize Distribution Function</i>	February, 2014
<i>Winter Vacation</i>	1 st January, 2014 to 4 th February, 2014
<i>College Reopens</i>	5 th February, 2014
<i>University Exams (Practical's)</i>	1 st March, 2014 to 15 th March, 2014
<i>University Exams (Theory)</i>	15 th March onwards

Annexure-II

Analysis of Student Feedback for all the departments for the Academic Year 2013-2014

Questionnaire 1

- The content of course offered by all teaching departments: very good (75% students).
- Extent of coverage of different courses: very good (above 85% students).
- The applicability/ relevance of different courses to real life situation: very good (55% students), remaining: good.
- The learning value in terms of knowledge, concepts, and manual Skills, analytical abilities and broadening perspectives of different courses: very good (Most of the students).
- Clarity and relevance of textual reading material: very good (Approx. 70% students).
- Relevance of additional source material in library: very good (70% students), remaining: good.
- The extent of efforts required by students for various courses: very good (Almost 70% students).

Questionnaire 2

- The knowledge base of all the teachers: very good (most of the students).
- During teaching learning process, the communication skills of the teachers in terms of articulation and comprehensibility: very good (most of the students).
- The commitment and sincerity of the teachers: very good (all the students).
- The interest generated by the teacher during teaching learning: very good (approx. 85% of the students).
- The interdisciplinary approach of teachers to integrate course material with environment and other issues: good (most of the students).
- Most of the students found that teachers have good ability to integrate the content with other courses.

- Teachers were found highly accessible in and out of class by all the students.
- Approximately 60% the respondents found that teachers are very good in designing quizzes /tests /assignments /examinations and projects to evaluate understanding of the course.
- Feedback given by all the respondents is generally uniform as teacher provides sufficient time for feedback.
- Most of the teachers were rated highly in overall evaluation.

Questionnaire 3

- Most of the respondents observed that the syllabus of each course was adequate.
- About 50% of respondent were not able to tell about the benefit of their course while 40% found that course is adequate.
- Most students rated that course content is manageable and comprehensible.
- 85% to 100% syllabus is covered in the class room by the teachers as reported by all the students.
- 50% students observed that library material and facilities for the course is adequate while 50% students reported that library material and facilities for the course is inadequate.
- Most of the respondent reported that they can easily get material for prescribed readings.
- 60% of the students reported that the teachers prepare for classes thoroughly, remaining students found it to be satisfactory.
- All teachers of the department communicate effectively with the students in the classrooms.
- 75% students reported that teachers encourage the students in the classroom.
- All teachers encouraged students to raise questions as well as to get involved in the discussion in the class as observed by the respondents.
- All teachers always provide academic/general advice in the class room as reported by approximately 65% students.
- The teachers are courteous to students.

- All the students reported that internal assessment given by all teachers is always fair.
- 65% respondents reported that internal assessment will help to improve on their course grade and remaining students also found it sometimes effective.
- Half of the respondents observed that teachers of the department provide feedback on their performance with helpful comment.
- All respondent told that their assignments discussed with them.
- Most of the students were not able to give their own comment or suggestion on the course and some of them gave suggestion that aptitude and competitive exams syllabus must be included in the curriculum.

Questionnaire 4

- All the respondents reported that they did get a prospectus and it contained the details related to courses available and admission rules, completion requirements and fee structure and support services, financial aid and training available.
- 60% of students reported that choice of courses offered was very good and remaining found it to be just satisfactory.
- 60% of students found the laboratories as partially equipped and maintained while remaining students declared that laboratories are not well maintained.
- 65% of students reported that they were provided guidance in library use.
- 60% of students reported that the library materials for their subject are adequate and remaining found it inadequate.
- The prescribe materials were easily obtained as reported by 75% of students while remaining found it to be difficult.
- All the students reported that their corrected/evaluated written assignments were returned mostly on time.
- As per the feedback of the respondent 5 to 15 teachers taught them during the full duration of the programme.
- Mostly the students have rated their teachers in the range 8.5 – 10.00 and 7.0 – 8.

- All the students have reported that their teachers prepared the lecture either thoroughly or satisfactorily.
- Approximately 90% students have reported that mostly all the teachers communicate very effectively and some of them just satisfactorily.
- Respondents found that the teachers encouraged students to participate in the games mostly through discussions, some through questions answers and a few of them through course related games.
- Most of the respondents found their teachers polite, lenient and friendly. Some of them were open minded, fair and few of them scholarly and oratorical.
- All of the teachers of the various departments were equally liked by the students in terms of their qualities.
- 35% students rated superior, 35% students found it equal and 30% students cannot say about the comparison of the same course with other institution.
- 80% students found student teacher relationship in their institution as whole very good or good.
- All students found student teacher relationship in their specific programme as very good or good.
- All the students found the institution's administration as always helpful and generally helpful.
- 75% students were not found satisfied with hostel facility of the college.
- All the students participate in any of the extracurricular activities of the institution sometimes or rarely.
- 80% of students found the attitude of teacher's towards extracurricular activities as encouraging and co operative.
- 75% students declared themselves as voters in the student's Union but the process of election of CSCA is banned by H.P. University, Shimla and only members are nominated by merit.
- 80% of students reported that they will talk about their institution proudly or just satisfactorily.

Questionnaire 5

- Academic content of the programme was considered very good or good by 90% of the students.
- 75% of the students considered the usefulness of teaching materials very good and remaining found it to be good.
- 65 % of students found the usefulness of the study-groups in furthering learning very good or good and remaining rated it as satisfactory.
- The timeliness of practical work was found to be good by 70% of students.
- 75% of students found the educative value of mid-programme placement as very good or good.
- Offering and seeking helpful feedback was reported as very good or good by 88% of students
- 80% of respondent reported fairness of evaluation as good.
- 75% of students found interaction with faculty was reported to be very good or good and remaining found it to be satisfactory.
- 35% students reported that interaction with administration was very good. While rest of the students found it to be good or satisfactory.
- Library facilities were found to be good by most of the students.
- 60% students reported that Computer facilities are only satisfactory, while remaining found it to be good.
- 80% of students reported that the hostel facilities were good.
- 60% of the students found that recreational facilities are good in the college. While other found it satisfactory or below threshold.
- Extra-curricular activities were found to be very good or good by most of the students.
- 60% of students reported the sports facilities as good.

Annexure-III

SWOC Analysis of the Institution

Strengths:

- The strength of the institution is its qualified and committed faculty members, industrious administrative staff, state of the art infrastructure, well equipped college library with INFLIBNET facility, interactive smart classes and high speed Wi-Fi internet access.
- The selection of the faculty is done by Himachal Pradesh State Public Service Commission.
- Teachers are deputed for attending orientation, refresher courses, seminars, workshops and conferences to get updated on the changing trends in the field of education and related areas.
- 60% of faculty is having more than ten years of teaching experience.
- Introduction of CBCS (Choice based Credit System) system under RUSA (Rashtriya Uchatter Shiksha Abhiyan)
- Student feedback is considered for quality improvement.
- Remedial classes and tutorial hours for slow and advanced learners are arranged as per the demand
- of faculties.
- Emphasis is laid on timely internal student evaluations.
- Focus is always on learning- centred education. Moreover, participatory and interactive learning is promoted through assignments, seminars, projects etc.
- Admission process is made transparent by displaying merit lists as per the scheduled dates.
- An inspired sense of discipline has been maintained in the college which is conducive for learning. Discipline committee of the college plays important role in maintaining discipline.
- Committed and research minded faculty.
- Involvement of students in organizing various functions by different clubs, societies and departments throughout the year complements class- room interaction.
- Library has good collection of standard books and journals including research journals.
- Financial support is ensured to students through various scholarships.
- Promoting programmes to cater human values, social sensitiveness, self reliance, National integration etc. Driven by a vision and a mission for realization of objectives socially uplifting,
- Elaborate feedback mechanism to gauge stakeholder perceptions of all segments
- A committed IQAC, bound to quality enhancement and sustenance initiatives Interwoven curricular, co-curricular and extra-curricular activities.
- Pollution-free and eco-friendly green and clean campus
- Healthy teacher-student relationship. The availability of teachers outside the class room and after working hours to guide and to counsel.
- To instil an attitude of respect towards the environment and encourage students not to involve themselves in ragging and any other violent activity in college campus.

Weaknesses:

Innovative and creative environmentally conscious best practices such as → keep campus green, eco-friendly practices, green campaigns and environmental studies.

Value based and skill oriented education is prime aim of the degree → programme emphasized through well-defined syllabi, recommended reference books, regular classes and assessments with prizes as motivation.

IQAC plays indispensable role in enhancement and sustenance of the quality education.

The examination process is conducted strictly and totally insulated with secrecy of all confidential matters.

The college is catering to the needs of students from rural areas and economically weaker sections of the society.

NSS Camp, NCC Camps, blood donation camp, rallies (Aids awareness, → Anti dowry, anti-tobacco, National Integrations), philanthropic activities and outreach programmes to empower the marginalized and downtrodden.

The college has always been in the frontline in fulfilling its social objectives in terms of educational attainments and producing quality individuals.

Opportunities:

Enthusiastic young teachers with research aptitude promote research culture.

Introduction of add on programmes like IT skill enhancement, e-commerce etc.

Self-financing stream to be further strengthened to introduce technology and contemporary programmes.

Research centres for all PG departments to provide more output in the higher research areas.

Challenges:

Poor education backgrounds of the parents prevent even the high achievers from moving out for higher levels of learning or employment.

The Alumni input and support in terms of finance, academics and personal presence is limited limiting motivation to the students.

Students are mostly first generation learners getting little motivation from the parents or the society.

Extracurricular talents and ventures are not being nurtured in the current system due to time constraints.

Course feedback is not being given its due importance as a corrective resource by the students; feedbacks mostly lack a clear analytical transparent approach

Annexure -IV

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
