



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution	THAKUR JAGDEV CHAND MEMORIAL GOVERNMENT DEGREE COLLEGE
Name of the head of the Institution	DR ANJU BATT A SEHGAL
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01972-272440
Mobile no.	9418125351
Registered Email	gcsujanpurhp@gmail.com
Alternate Email	gcsujanpur-hp@nic.in
Address	TJCM Govt Degree College Sujanpur, Distt Hamirpur, Himachal Pradesh PIN 176110
City/Town	SUJANPUR
State/UT	Himachal pradesh

Pincode	176110																		
2. Institutional Status																			
Affiliated / Constituent	Affiliated																		
Type of Institution	Co-education																		
Location	Semi-urban																		
Financial Status	state																		
Name of the IQAC co-ordinator/Director	SATINDER KUMAR																		
Phone no/Alternate Phone no.	01972272440																		
Mobile no.	9418047438																		
Registered Email	dhannirankar931967@gmail.com																		
Alternate Email	manjulika20101969@gmail.com																		
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)	http://gcsujanpur.in/aqar.html																		
4. Whether Academic Calendar prepared during the year	Yes																		
if yes,whether it is uploaded in the institutional website: Weblink :	http://gcsujanpur.in/downloads/cal16-17.pdf																		
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>70</td> <td>2006</td> <td>02-Feb-2006</td> <td>02-Jan-2011</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	70	2006	02-Feb-2006	02-Jan-2011
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	70	2006	02-Feb-2006	02-Jan-2011														
6. Date of Establishment of IQAC	18-Sep-2015																		
7. Internal Quality Assurance System																			
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries															

CCTV to be installed in Commerce/BBA & BCA Block	20-Jul-2017 180	500
Two no. sanitary napkin vending machines to be purchased for quality improvement	20-Jul-2017 180	1000
General orientation programme for the first year students	01-Jul-2016 6	600
Admission Guidance committees were formed to guide the students for different choice of subjects offered by the college	18-Jun-2016 10	1000
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
nil	nil	nil	2017 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

1

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1.construction of new science block completed 2.Amount of rupees701125/ was spent for procuring basic infrastructure. 3. Rupees 1349460/ was spent for classroom furniture in new science block. 4. Rs. 140000/ was spent for purchasing 100 desks. 5. Rs. 929000 was spent for providing roofing of Arts block.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Upgradation of library facilities	Latest books of various subjects were purchased and added in the library
infrastructure facilities like railing on the floor, door and grills at entrance of new science block, water connection and purchase of desks	achieved
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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2017

Date of Submission

28-Mar-2017

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Institution adopts curriculum designed by H.P. University Shimla and deliver the same in letter and spirit. This college effectively implements curriculum in the following manner. 1. In the beginning of the session, the Principal of the college convenes a general staff meeting to get the inputs regarding admission notification, academic calendar, prospectus publication, merit lists as per HPU roster and time table. 2.Principal also conducts meetings with the senior faculty of the each department for the effective implementation of curriculum. 3. the prescribed syllabus is completed as per the scheduled academic calendar of the university. 4. To test the capabilities of the students, class tests and mid term exams are conducted as per university guidelines. 5. The teachers are also encouraged to enhance their professional skills by attending seminars, conferences, workshops, induction training

programmes, orientation programmes and refresher courses.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
nil	nil	01/07/2017	0	nil	nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NIL	01/12/2017
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ARTS	01/06/2017
BSc	SCIENCE	01/06/2017
BCom	COMMERCE	01/06/2017
BCA	COMPUTER SCIENCE	01/06/2017
BBA	MANAGEMENT	01/06/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	01/07/2017	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Students feedback is taken on all new initiatives by the Principal in meeting with student representatives. After meeting with the student representatives, Principal conveys the feedback to the staff members in the staff meeting for information and necessary action. While staff gives feedback in the staff meeting and is implemented accordingly.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCA	IT and Computer	120	110	103
BBA	Management	120	98	79
BCom	Commerce	420	363	304
BSc	Science	1980	735	697
BA	Humanities	1920	685	630

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	1813	0	23	0	23

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
23	1	1	0	0	0

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The mentoring system of this college includes the following: 1. Students are prepared for participation in group discussions, debates and declamation activities. Our students regularly participates in inter-college competitions organised by affiliated university. 2. In the beginning of the session, the tutors are appointed faculty wise and their names are published in the college prospectus for student information. 3. Our students are also made to learn their social responsibilities under NSS and Red Ribbon club. Students regularly take part in various cleanliness drives, awareness rallies on different social issues and also participate in Blood Donation Camps. 4. Time to time various resource persons are invited in the college to address the students for improving their

personalities and career awareness.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1813	21	1:86

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
23	21	2	0	10

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	nil	Assistant Professor	nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	UG	III	31/05/2017	30/08/2017
BCom	UG	III	31/05/2017	30/08/2017
BCA	UG	III	31/05/2017	30/08/2017
BBA	UG	III	31/05/2017	30/08/2017
BA	UG	III	31/05/2017	30/08/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

CIE system adopted by the HPU university is followed at institutional level in letter and spirit.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is prepared by HP University and same is followed by college. Internal assessment of 30 marks is done at college level and term end exam is conducted by HPU Shimla for 70 marks. In practical subjects, Internal assessment is of 30 marks, practical exam of 20 marks and term end exams is of 50 marks. The internal assessment marks distribution is as follows: Assignment/ Seminar 10 marks Class test 5 marks Mid term exam 10 marks Attendance 5 marks

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://www.gcsujanpur.in/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BCA	IT & Computer	35	35	100
UG	BBA	Management	27	27	100
UG	BA	Arts	162	37	23
UG	BCom	Commerce	64	27	42
UG	BSc	Science	172	62	36
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.gcsujanpur.in/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	0	0	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
0	0	02/01/2017

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
nil	nil	nil	02/01/2017	nil
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
nil	nil	nil	nil	nil	02/01/2017
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	PHYSICS	1	3.6
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	0
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	2016	0	0	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	2016	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Resource persons	1	0	0	0
Presented papers	4	12	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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POSTER MAKING AND SLOGAN WRITING, DECLAMATION	ECO Club	5	30
NATIONAL ADVENTURE ACTIVITY PARTICIPATION AT PANCHMADI	Rover and Ranger	1	2
Participation of students in National Integration camp	NSS	1	2
Informative programme on Cashless Economy and digital India	NSS	5	200
Dispose off Uprooted bhang plants	NSS	6	120
Clean India fortnight programme	NSS	10	200
Bhang Ukharo campaign	NSS	2	120
International yoga day and Rally on awareness about drug addiction	NSS	20	120
Seven days special camp	NSS	2	62
Women empowerment week	NSS	15	130
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
nil	nil	nil	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Clean India fortnight programme	NSS	Clean India fortnight programme	10	200
Women empowerment week	NSS	Women empowerment week	15	130
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	00
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	0	0	02/01/2017	02/01/2017	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
0	02/01/2017	0	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1158439	1158439

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	Newly Added
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Newly Added
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Partially	nil	2017

4.2.2 – Library Services

Library	Existing	Newly Added	Total
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Service Type						
Text Books	5981	508529	0	0	5981	508529
Reference Books	98	96115	20	7240	118	103355
Journals	0	0	3	129	3	129
Weeding (hard & soft)	27	3073	0	0	27	3073
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
0	0	0	02/01/2017
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	30	21	2	1	1	5	4	100	0
Added	4	0	0	0	0	0	4	0	0
Total	34	21	2	1	1	5	8	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	0

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
6819070	6819070	1158439	1158439

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

THE FOLLOWING PROCEDURES AND POLICIES ARE FOLLOWED FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITY 1. THE COLLEGE HAS WELL EQUIPPED LABORATORIES WHICH ARE MAINTAINED BY LAB STAFF. THEY ARE FULLY

UTILIZED FOR PRACTICALS. 2. THE COLLEGE HAS WELL STOCKED LIBRARY MAINTAINED BY A LIBRARIAN AND ASSISTANT LIBRARIAN. STUDENTS HAS FULL REACH TO ALL ACADEMIC AND GENERAL BOOKS AND MAGEZINES. 3.THE COLLEGE HAS WELL EQUIPPED COMPUTER LAB WHERE STUDENTS SURF INTERNET FOR THEIR ACADEMIC NEEDS. 4. THE COLLEGE HAS ITS OWN GYM HALL FOR THE PHYSICAL DEVELOPMENT OF THE STUDENTS. 5. THE COLLEGE HAS AMPLE NO OF VENTILATED CLASSROOMS WITH GOOD SEATING CAPACITY.

<http://www.gcsujanpur.in/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	Post Matric Scholarship for SC,ST,Minority, EWS,Kalpana Chawala0	75	375000
b)International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
0	02/01/2017	0	0
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2016	0	0	0	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	7	BA/BSC/BCOM	ARTS/SCIENCE /COMMERCE	HPU SHIMLA/HPCU DHARAMSHALA	PG
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
CSCA cultural function	institution	1000
Athletic meet	institution	500
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Gold Medal	International	1	0	Kirna	Kirna Kumari
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students play vital role in all type of activities of the college. Students are members of: - 1) Student Council headed by the President, Vice- President, Secretary and Joint Secretary. 2) All the clubs / societies have student Vice-Presidents and Secretaries. The members of the student council participate in all these committees. The members of student council organize CSCA function JHANKAR. Students also guide fresh students who are taking admission in first year classes regarding admission procedure under RUSSA, anti-ragging, cultural activities in the college, sports etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Various committees of teaching and non teaching staff are formed at the start of the session. 2. Every committee is headed by a senior member and an attempt is made to add junior staff members in each committee for equal participation and learning.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	Before the start of session, a well planned time table is prepared. The head of the institution ensures that teaching and learning runs smoothly by interacting with the staff and students time to time. For discipline in the campus, discipline committees are formed for maintaining peaceful environment.
Examination and Evaluation	Annual exams and evaluation are conducted by H.P. University Shimla whereas house exams and evaluation are done under the guideline of H.P. University Shimla
Library, ICT and Physical Infrastructure / Instrumentation	College has a library having sufficient number of books for each subject. Books are purchased as per requirement on the recommendation of teachers and students.
Admission of Students	Student admission is done on a software procured from Advanta company

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details

Planning and Development	All the decisions and information related with Higher Education are conveyed to the college by the Higher Authorities through the college official e mail and web portal of higher education department.
Administration	The salary statements of the college staff can be accessed through e-salary app. Similarly the GPF/CPF statements and accounts of the staff members can be accessed through the app. The service books of employees can be viewed online on ManavSampada Portal. Student registration, admission is done through software. The data of students admitted is available through this software.
Finance and Accounts	The salary of staff, GPF withdrawal cases, medical reimbursement bill, TA/DA bills and all the infrastructure related budget sanctioned by the higher authorities are submitted to the treasury through software. RUSA grants are also spent through PFMS software.
Student Admission and Support	Students apply for various scholarship schemes online and college informs students about the schemes well in advance. Transparency of the entire process is ensured. The examination forms are filled online. The date sheet of the exams is also uploaded on the university website and the students and teachers can access it any time. The internal assessment of students is uploaded by concerned teachers online. The result of the students is also available online and students can download the same through their personal ID.
Examination	Our college is affiliated with Himachal Pradesh University, Shimla. Every decision regarding examination is taken by the university. However the university seeks the inputs from colleges from time to time. The institution informs the students and faculty regarding examination evaluation process through the detailed information incorporated in the college prospectus.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended	Name of the professional body for	Amount of support
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		for which financial support provided	which membership fee is provided	
2016	nil	nil	nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	nil	nil	04/12/2017	04/12/2017	0	0
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
nil	0	03/08/2016	03/08/2016	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
23	21	20	12

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
medical reimbursement, maternity and paternity leave	medical reimbursement, maternity and paternity leave	scholarshipsth

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The internal and external audit is done as per the guidelines of the state Government.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	PRINCIPAL ACCOUNTANT GENERAL (AUDIT) SHIMLA, HIMACHAL PRADESH	Yes	INSTITUTIONAL COMMITTEES
Administrative	Yes	DIRECTORATE OF HIGHER EDUCATION	Yes	HEAD OF THE INSTITUTION

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The Parent-Teachers Association (PTA) of the college always remains concerned about the welfare of the students and the development of college as well. the college PTA contributed rupees 138338/- for infrastructure. This body also pays the remuneration to the staff engaged by it. This body assures that there is no shortage of staff in the college. This body takes part in every social and cultural activity of the college.

6.5.3 – Development programmes for support staff (at least three)

The supporting staff of the college is being provided training time to time by Department of Higher Education Shimla.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Self financed courses BBA and BCA started. 2. Computer lab with internet facility established.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Admission Guidance committees were formed to guide the students for choice of subjects offered by the college keeping in view the interest of	18/06/2016	18/06/2016	28/06/2016	1000

2016	1	1	29/12/2016	1	Cashless economy and digital India	various doubts on cashless economy and digital India initiative was discussed	200
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
conduct rules book	01/01/2016	All the staff is governed by conduct rules framed by Govt. of H.P.
COLLEGE PROSPECTUS	21/06/2016	The prospectus addresses all essential information about institutes discipline related activities e.g.anti-ragging, prohibition of cell phones in around the classrooms,prohibition of smoking in and outside the campus and other unwanted activities. It also informs the students about classroom norms,minimum lecture condition, fines and leave rules, college library rules.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
HINDI DIWAS	14/09/2017	14/09/2017	150
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. COLLEGE USES LED BULBS AND TUBELIGHTS TO SAVE THE ENERGY. 2. CAMPUS IS KEPT NEAT AND CLEAN BY NSS AND RR VOLUNTEERS. 3.PLANTATION IN COLLEGE CAMPUS BY NSS VOLUNTEERS.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. CLEANLINESS OF PUBLIC PARKS, NATURAL WATER RESOURCES AND SURROUNDING TEMPLES. 2. INTERACTION OF STUDENTS WITH LOCAL ADMINISTRATIVE OFFICERS TO GET AWARENESS ON VARIOUS ISSUES.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.gcsujanpur.in/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

EXCELLENCE IN SPORTS ACTIVITIES ESPECIALLY BY GIRLS STUDENTS : The college gives ample opportunities to students especially girl students to participate in sports activities. The performance of the college in this field has been remarkable as three girl students of this college brought name to the college by winning gold and silver medals in inter- college/ inter-university/international level.

Provide the weblink of the institution

<http://gcsujanpur.in/>

8.Future Plans of Actions for Next Academic Year

1. Purchasing of books for library. 2. Installation of water cooler and water purifier 3.Establishment of BCA lab. 4. Maintanance of commerce block. 5. Establishment of Gym. 6. Compuer lab for commerce department. 7. To provide computer facility for Phycsis department.