



## Yearly Status Report - 2017-2018

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>	THAKUR JAGDEV CHAND MEMORIAL GOVERNMENT DEGREE COLLEGE
Name of the head of the Institution	DR ANJU BATTÀ 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	SUJANPUR TIHRA
City/Town	SUJANPUR
State/UT	Himachal pradesh
Pincode	176110

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Semi-urban</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>RAJESH KUMAR</b>
Phone no/Alternate Phone no.	<b>01972272440</b>
Mobile no.	<b>9418040946</b>
Registered Email	<b>dhannirankar931967@gmail.com</b>
Alternate Email	<b>manjulika20101969@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.gcsujanpur.in/">http://www.gcsujanpur.in/</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://gcsujanpur.in/downloads/cal17-18.pdf">http://gcsujanpur.in/downloads/cal17-18.pdf</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B</b>	<b>70</b>	<b>2006</b>	<b>02-Feb-2006</b>	<b>02-Jan-2011</b>

<b>6. Date of Establishment of IQAC</b>	<b>18-Sep-2015</b>
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<b>7. Internal Quality Assurance System</b>
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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
<b>General and Text Books purchased as per new</b>	<b>04-Apr-2017 1</b>	<b>300</b>

syllabus		
General orientation programme for the first year students was conducted in the first week of July	01-Jul-2017 6	550
Admission Guidance committee was formed to guide the students for different choice of subjects offered by the college	19-Jun-2017 10	500
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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	2018 0	0
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	2
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	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No

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

1. INSTALLATION OF CCTV CAMERAS FOR THE SAFETY AND SECURITY OF STUDENTS.
2. ESTABLISHMENT OF GYMNASIUM IN THE COLLEGE.
3. ESTABLISHMENT OF NEW COMPUTER LAB.

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**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	Achievements/Outcomes
GYM FACILITY FOR STUDENTS	A GYM FACILITY WAS PROVIDED FOR MEETING THE PURPOSE OF HEALTH OF THE STUDENTS AND SPORTS ACTIVITIES
EQUITY	STUDENTS WERE GUIDED TO APPLY FOR VARIOUS STATE AND NATIONAL SCHOLARSHIP SCHEMES.
UPGRADATION OF LIBRARY FACILITY FOR STUDENTS	LATEST BOOKS OF VARIOUS SUBJECTS WERE PURCHAESD AS PER HPU SYLLABUS.
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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	2018
Date of Submission	26-Feb-2018
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	01/12/2018	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	01/12/2018
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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	UG	21/06/2017
BSc	UG	21/06/2017
BCom	UG	21/06/2017
BBA	UG	21/06/2017
BCA	UG	21/06/2017

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
nil	01/12/2018	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
BA	Humanities	1920	682	615
BSc	Science	1980	861	749
BCom	Commerce	420	425	337
BBA	Management	120	70	68
BCA	Computer Science	120	82	81

[View File](#)

### 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
2017	1850	0	20	0	20

### 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	Number of smart classrooms	E-resources and techniques used
20	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 the 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 organized 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 , Rover Ranger 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
1850	20	1:93

## 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	20	3	0	8

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
2018	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
BA	UG	I/II/III	15/05/2018	30/06/2018
BSc	UG	I/II/III	15/05/2018	30/06/2018
BCom	UG	I/II/III	15/05/2018	30/06/2018
BBA	UG	I/II/III	15/05/2018	30/06/2018
BCA	UG	I/II/III	15/05/2018	30/06/2018
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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.

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 and 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	Computer Science	31	11	35.00
UG	BBA	Management	30	26	87.00
UG	BCom	Commerce	99	53	54.00
UG	BSc	Science	161	94	58.00
UG	BA	ARTS	192	59	31.00
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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	nil	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
nil	nil	01/12/2018

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	01/12/2018	nil
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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	01/12/2018
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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
0	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	Chemistry	1	0.68
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### 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
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### 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
nil	nil	nil	2017	0	nil	0
No file uploaded.						

### 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
nil	nil	nil	2017	0	0	nil
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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	0	1	0	0
Presented papers	1	2	0	0
Attended/Seminars/Workshops	0	1	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/	Number of teachers	Number of students
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	collaborating agency	participated in such activities	participated in such activities
Republic day	Rover and Rangers Unit	5	15
Flag day	Rover and Rangers Unit in Collaboration with Govt. directions	5	35
One day cleanliness and slogan writing	Rover and Rangers Unit	10	40
Armed forces flag day	NSS in Collaboration With SainikKalyan Board	2	150
NSS Seven days residential camp	NSS	2	63
NSS Mega Camp	NSS in Collaboration with NSS Coordinator H P University.	1	4
NSS Day Celebration	NSS	10	120
Swachh Bharat Pakhwara	NSS in Collaboration With CentralGovt	8	140
Special camp for voters awareness.	NSS in Collaboration With H.P Govt	2	80
International yoga day and Rally on awareness about drug addiction	NSS	20	120
<a href="#">View File</a>			

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
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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
Swachh Bharat Pakhwara	NSS	Swachh Bharat	8	140
One day cleanliness and slogan writing	Rover and Ranger	Cleanliness camp	10	40
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### 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
nil	0	nil	0
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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
nil	nil	nil	01/12/2018	01/12/2018	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
nil	01/12/2018	nil	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
346558	346558

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	5981	508529	282	55089	6263
Reference Books	118	103355	0	0	118	103355
Journals	3	129	1	30	4	159
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
nil	nil	nil	01/12/2018
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	34	21	2	1	1	5	8	10	0
Added	6	0	0	0	0	0	6	0	0
Total	40	21	2	1	1	5	14	10	0

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

0 MBPS/ GBPS
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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
nil	<a href="#">nil</a>

#### 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
5426945	5426945	346558	346558

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 MAGAZINES. 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 NUMBER 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	0	0	0
Financial Support from Other Sources			
a) National	Post Matric Scholarship for SC,ST,Minority, EWS,Kalpana Chawala Scholarship	44	220000
b) International	0	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 implementation	Number of students enrolled	Agencies involved
nil	01/12/2018	0	nil
No file uploaded.			

#### 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 passed in the comp. exam	Number of students placed
2017	nil	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
2018	10	BA/BSc/BCOM	Humanities/Science/Commerce	HPU SHIMLA/HPCU DHARAMSHALA/PUNJABI UNIVERSITY PATIALA/GNDU AMRITSAR	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
No file uploaded.	

### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
NSS DAY	Institution level	150
ROVER AND RANGER DAY	Institution level	60
WORLD AIDS DAY	Institution level	100
ANNUAL ATHLETIC MEET	Institution level	450
ANNUAL FUNCTION	Institution level	400
HINDI DIWAS	Institution level	100
JHANKAR CSCA CULTURAL FUNCTION	Institution level	200
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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	nil	National	0	0	0	nil
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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: following- 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 in the beginning 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
Curriculum Development	The institution, being an affiliated college to Himachal Pradesh University, Shimla follows the curriculum designed by university. The Principal of the institution monitors the implementation of curriculum by holding staff meetings. The head of the department go ahead with the inputs from the faculty members. The time table is framed by the committee for the whole academic session.
Teaching and Learning	This college follows the academic

calendar as notified by the Himachal Pradesh University for each academic session. The college follows the syllabi and curriculum framed by the HP University. The syllabus for each course is covered well in time. Our institution recognizes the diverse learning abilities of students and, therefore, adopts student centric pedagogic approach to make teaching more effective. Teachers of the institution have the provision of attending various induction/training/orientation/refresher/workshop programmes to update their teaching skills and get upraised about the latest trends of teaching and learning. House and class examinations are conducted by the college as per the schedule mentioned in the academic calendar. University examinations are conducted by the college as per the schedule provided by the university.

**Examination and Evaluation**

The institution informs the students and faculty regarding examination evaluation process through the detailed information incorporated in the college prospectus. All the important informations, changes in evaluation process and new guidelines in this direction from the HP University and the Department of Higher Education are discussed in staff meetings time to time. The awards of internal assessment are based on three components viz. attendance, midterm test and assignments/seminars etc. according to a well - defined matrix.

**Library, ICT and Physical Infrastructure / Instrumentation**

The college is having a well-stocked library with comprehensive collection of text books, reference books, periodicals journals, etc. The institution has developed infrastructure to meet emerging future global challenges. In the context of physical infrastructure the college has sufficient number of lecture halls, computer labs and practical laboratories.

**Human Resource Management**

The Himachal Pradesh Government is very active in respect of quality human resources. The well qualified teachers are appointed through Himachal Pradesh Public Service Commission (HPPSC) at National level competition. The college also ensures up gradation and updating of quality teachers by arranging



regular faculty development programmes (FDP). The teachers update themselves by regularly attending refresher courses/conferences/seminars/workshops. Nonteaching staff is also appointed through Himachal Pradesh Staff Selection Commission. UGC scales are implemented for the faculty.

**Admission of Students**

This college follows the directions related to admission process of the Department of Higher Education, HP Govt. and HP University to which the college is affiliated. The institution maintains complete transparency in the admission process and follows all the rules and regulations as laid down by the governing bodies. The admission schedule is uploaded on the college website and the same is also displayed on the notice boards of the college. The admission schedule information is provided in the college prospectus and the same is also published in newspapers. The admissions to the UG classes at entry level are given purely on the merit basis with limited number of seats in each subject. The reservation roster given by HP University/HP Govt. is followed.

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

E-governance area	Details
<p><b>Planning and Development</b></p>	<p>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.</p>
<p><b>Administration</b></p>	<p>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.</p>
<p><b>Finance and Accounts</b></p>	<p>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.</p>

Student Admission and Support	The scholarship forms for students are uploaded online and it ensures transparency of the entire process. 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 for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	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	01/12/2018	01/12/2018	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
Orientation programme	1	01/11/2017	28/11/2017	4

Orientation programme	1	03/01/2018	31/01/2018	4
Orientation programme	1	08/01/2018	02/02/2018	4
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
20	20	16	16

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Pension, Commuted pension facility, Gratuity, earned leaves encashment, insurance benefits under GIS, medical reimbursement facility, maternity and paternity leaves, personal accidental insurance scheme etc. However, New Pension Scheme (NPS) is applicable to the employees appointed after 2003.	Pension, Commuted pension facility, Gratuity, earned leaves encashment, insurance benefits under GIS, medical reimbursement facility, maternity and paternity leaves, personal accidental insurance scheme etc. However, New Pension Scheme (NPS) is applicable to the employees appointed after 2003.	Scholarships

**6.4 – Financial Management and Resource Mobilization**

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

<p>This college conducts internal and external financial audits regularly. A committee consisting of the Bursar and other senior faculty members is formed. This committee monitors the receipts and expenditure of the institution and verifies the bills vouchers after observing codal formalities. This internal audit committee reports to the Principal. Beside this, Local Audit Department also conduct audit of the local funds.</p>
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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
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**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, HIMACHAL PRADESH	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 15490/- 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
2017	Text and General Books purchased as per new syllabus	03/07/2017	03/07/2017	03/07/2017	300
2017	Admission Guidance committees were formed to guide the students for choice of subjects offered by the college keeping in	19/06/2017	19/06/2017	27/06/2017	500

	view the interest of students				
2017	General orientation programme for the first year students was conducted in the first week of July	01/07/2017	01/07/2017	06/07/2017	550
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
INTERNATIONAL WOMEN DAY	08/03/2018	08/03/2018	50	10

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
THE COLLEGE USES ONLY LED BULBS AND TUBELIGHTS.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	16/09/2017	1	One day seminar	Detailed informati	100

					on Saving and investment sponsored by SEBI	on was given on investment in mutual funds and awareness on banking frauds.	
2017	1	1	07/12/2017	1	One day workshop on opportunities for studying abroad	Students got awareness about basic requirements to study abroad, internships, scholarships and job opportunities.	80
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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	01/01/2017	All the staff is governed by conduct rules framed by Govt. of H.P.
COLLEGE PROSPECTUS	21/06/2017	The prospectus addresses all essential information about institutes discipline related activities e.g. antiragging, prohibition of cell phones in and 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	130
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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 :** The college gives ample opportunities to students to participate in sports activities. The performance of the college in this field has been remarkable in the intercollege and interuniversity level.

Provide the weblink of the institution

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

## 8. Future Plans of Actions for Next Academic Year

1. Repair and whitewash of Arts and commerce building. 2. Two no. sanitary napkin vending machines to be installed in the college. 3. Furnishing of two girls common rooms. 3. To organize workshops for improving spoken English, personality development and grooming with special attention to outgoing batch of students.