



Yearly Status Report - 2018-2019

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 ANIL KUMAR
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

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

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://www.gcsujanpur.in/
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://gcsujanpur.in/downloads/cal18-19.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	70	2006	02-Feb-2006	02-Jan-2013

6. Date of Establishment of IQAC	18-Sep-2015
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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
Seminar on Higher Education in India and	19-Dec-2018 1	110

Career Prospectus		
Purchase of text books and general books as per new syllabus	16-Jun-2018 1	400
General orientation programme for the first year students was conducted in the first week of July	02-Jul-2018 6	600
Admission Guidance committees were formed to guide the students for different choice of subjects offered by the college	18-Jun-2018 10	700
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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
INSTITUTION	RUSA EQUITY INITIATIVE	MHRD	2018 1	249123
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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 :	3
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 Two number sanitary napkin vending machines installed in the college. 2 Three workshops on spoken English and personality development, self grooming for girls and self defense for girls were organized under RUSA Equity initiative. 3 Admission Guidance committees were formed to guide the students for different

choice of subjects offered by the college. 4 Purchase of 40 cushioned chairs, four tables and two book racks for two no. girls common rooms.

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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	Achivements/Outcomes
Upgradation of library facilities for students	Latest books of various subjects purchased on the recommendation of students and teachers.
Purchase of computers	Twenty one computers purchased for new computer lab.
Installation of own electric transformer	Electric transformer installed in the college campus by Himachal Pradesh State Electricity Board
Purchase of two no sanitary napkin vending machines	Two number sanitary napkin vending machines installed in the college.
Organization of workshop on soft skills	Three workshops on spoken English and personality development, self grooming for girls and self defense for girls were organized under RUSA Equity initiative.
White-wash of the ground floor of the commerce block	The ground floor of the commerce block was white-washed.

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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

2019

Date of Submission

16-Feb-2019

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	02/12/2019	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	02/12/2019
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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	21/06/2018
BSc	UG	21/06/2018
BCom	UG	21/06/2018
BBA	UG	21/06/2018
BCA	UG	21/06/2018

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	02/12/2019	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
BBA	MANAGEMENT	5
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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	71	70
BBA	Management	120	50	46
BCom	Commerce	420	379	317
BSc	Science	1980	659	625
BA	Humanities	1920	558	512

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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
2018	1570	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	Number of	ICT Tools and	Number of ICT	Numberof smart	E-resources and
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Teachers on Roll	teachers using ICT (LMS, e-Resources)	resources available	enabled Classrooms	classrooms	techniques used
20	4	4	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
1570	20	79

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
24	20	4	0	12

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
2019	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
BCA	UG	I/II/III	21/05/2019	30/07/2019
BBA	UG	I/II/III	21/05/2019	30/07/2019
BCom	UG	I/II/III	21/05/2019	30/07/2019
BSc	UG	I/II/III	21/05/2019	30/07/2019
BA	UG	I/II/III	21/05/2019	30/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

This college is affiliated to Himachal Pradesh University, Shimla and follows the norms laid down by university. The university has introduced many reforms like online system of examination forms, awards and internal assessment entry, digital payment for examination, online applications for various purposes. Students can now obtain photocopy of the end-semester examination answer scripts.

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 Shimla 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. At the end of each semester /session examinations are conducted and evaluation is carried out by the university through table marking system at various centers as specified by university. The exam results are declared and grade cards are issued by the affiliated university.

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	19	11	58
UG	BBA	Management	11	4	36
UG	BCom	Commerce	99	66	67
UG	BSc	Science	194	109	56
UG	BA	Humanities	138	94	68

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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
0	0	02/12/2019

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	02/12/2019	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	02/12/2019
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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)
National	Zoology	1	0.5
International	Physics	1	0.57
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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
Mathematics	1
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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	2018	0	nil	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
nil	nil	nil	2018	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
Presented papers	0	8	0	0
Attended/Seminars/Workshops	0	1	1	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
Participation in Youth Parliamentary selection	NSS	1	5
One day Plantation and cleanliness campaign	Rover and Rangers Unit in Collaboration with state Govt.	2	61
Armed forces flag day	Rover Ranger and NSS in Collaboration with Sainik Kalyan board.	6	176
Cleanliness of Chauhan ground	NSS in Collaboration with Divya Himachal media group	2	100
Independence Day Celebration	NSS and Rover Ranger	4	70
Tree plantation and Cleanliness progra	NSS	5	170
WORLD AIDS DAY	Red Ribbon Club in Collaboration with NSS , Rover and Rangers, Eco Club members	8	120
International yoga day and Rally on awareness about drug addiction	NSS	20	100

Cleanliness campaign	NSS	5	120
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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
Aids Awareness	Red Ribbon	WORLD AIDS DAY	8	120
Swachh Bharat	NSS	Cleanliness campaign	5	120
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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	nil	nil	0
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
Internship	ICAI Computer enhancement Institute	ICAI Computer enhancement Institute Mohali Chandigarh	18/03/2019	17/04/2019	5
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	02/12/2019	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
1432074	1432074

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
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
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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	6263	563618	261	186588	6524	750206
Reference Books	118	103355	0	0	118	103355
Journals	4	159	5	385	9	544
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	02/12/2019
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
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Existing	40	21	2	1	1	5	14	10	0
Added	21	21	0	0	0	0	0	0	0
Total	61	42	2	1	1	5	14	10	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
nil	nil

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
4334176	4334176	1432074	1432074

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 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	0	0	0
Financial Support from Other Sources			
a) National	Post Matric Scholarship for SC,ST,Minority, EWS,Kalpna Chawala Scholarship	17	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
Workshops on self-defense for girls	01/08/2018	23	RUSA
Workshops on self-grooming for girls	21/08/2018	75	RUSA
Workshops on spoken English and personality development	31/07/2018	200	RUSA
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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 passed in the comp. exam	Number of students placed
2018	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
0	0	0

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
2019	10	BA/BSc/BCom	Humanities/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
SET	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
Jhankar, CSCA Cultural function	Institutional level	400
Hindi diwas	Institutional level	160
Annual athletic meet	Institutional level	200
World aids day	Institutional level	100
Rover and Ranger day	Institutional level	25
NSS day	Institutional level	130
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	nil	National	0	0	nil	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, VicePresident, 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 RUSA, 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
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.
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. Non-teaching staff is also appointed through Himachal Pradesh Staff Selection Commission. UGC scales are implemented for the faculty.
Library, ICT and Physical Infrastructure / Instrumentation	The college is having a well-stocked library with comprehensive collection of text books, reference books, periodicals magazines etc. The

	<p>institution has enough 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.</p>
Examination and Evaluation	<p>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.</p>
Teaching and Learning	<p>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.</p>
Curriculum Development	<p>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 time table is framed by the committee for the whole academic session.</p>

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 panning and development 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 Manav Sampada 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 withdrwal 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	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	Name of the professional body for	Amount of support
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		for which financial support provided	which membership fee is provided	
2018	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)
2018	nil	nil	02/12/2019	02/12/2019	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	12/11/2018	08/12/2018	4
REFRESHER COURSE	1	03/12/2018	23/12/2018	3
ORIENTATION PROGRAMME	1	01/01/2019	29/01/2019	4
ORIENTATION PROGRAMME	1	17/07/2018	13/08/2018	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	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	Scholarships

employees appointed after 2003.	employees appointed after 2003.
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6.4 – Financial Management and Resource Mobilization

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

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.

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, 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 102000/- for infrastructure during this session. 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
2018	Admission Guidance committees were formed to guide the students for choice of subjects offered by the college keeping in view the interest of students	18/06/2018	18/06/2018	27/06/2018	700
2018	General orientation programme for the first year students was conducted in the first week of July	02/07/2018	02/07/2018	07/07/2018	600
2018	Text and General Books purchased as per new syllabus	16/06/2018	16/06/2018	16/06/2018	400
2018	Seminar on Higher Education in India and Career Prospectus	19/12/2018	19/12/2018	19/12/2018	110
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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	Period from	Period To	Number of Participants
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programme				
			Female	Male
INTERNATIONAL WOMEN DAY	08/03/2019	08/03/2019	70	20

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
0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
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
2018	1	1	19/12/2018	1	One day seminar on Higher Education in India and Career Prospects	THE STUDENTS WERE MADE AWARE ABOUT VARIOUS CAREER OPPORTUNITIES AFTER GRADUATION. STUDENTS WERE ALSO MADE AWARE ABOUT NEW COURSES LIKE MBA HEALTH MANAGEMENT, MBA IN PHARMA MA	110

NAGEMENT
FOR
SCIENCE
STUDENTS,
MBA
BANKING
AND
FINANCE,
MBA
SUPPLY
CHAIN ET

2019	1	1	16/03/2019	1	One day workshop on financial literacy	Detailed information was given on investment in mutual funds and awareness on banking frauds.	100
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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	01/01/2018	All the staff is governed by conduct rules framed by Govt. of H.P.
COLLEGE PROSPECTUS	01/06/2018	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	14/09/2018	14/09/2018	80

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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 R R VOLUNTEERS. 3.PLANTATION IN COLLEGE CAMPUS BY NSS VOLUNTEERS.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1.Organisation of soft skill courses for students on self-grooming, self-defense for girls and personality development spoken English for outgoing students. 2. Career counselling on various job oriented courses for outgoing students of all the faculties.

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

Most of the students of this college come from villages. Around 70 percent of the students are girl students. Keeping in view the dominant strength of girl students, college tries to serve them better. In this context, college takes initiative to make their stay comfortable. In this session, following initiatives were taken: 1. Two girls common rooms were fully furnished. 2. Two no. sanitary napkin vending machines were installed. A short survey was also conducted to know the effectiveness of this initiative. The results of the survey was very satisfactory.

Provide the weblink of the institution

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

8.Future Plans of Actions for Next Academic Year

1. Maintenance of Arts and Commerce block. 2.Construction of separate toilet for Arts students. 3. Ten iron benches to be provided to the students in the college campus. 4. To construct pucca road from college main gate to campus.