



Yearly Status Report - 2019-2020

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
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://www.gcsujanpur.in/			
5. Accrediation Details					
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		
One week computer workshop on MS excel applications	12-Dec-2019 7		105		

Purchase and installation of incinerator in girls toilet	02-Sep-2019 1	1000
Reference and Text Books purchased as per new syllabus	05-Aug-2019 1	400
General orientation programme for the first year students	01-Jul-2019 6	800
Admission Guidance committees were formed to guide the students for different choice of subjects offered by the college	11-Jun-2019 10	600
One day career counselling seminar on upsurging sector like aviation, hospitality and customer service	07-Dec-2019 1	70
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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	2019 1	24999
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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 :

4

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. One week computer workshop on MS excel applications. 2. Purchase and installation of incinerator in girls toilet. 3.Reference and Text Books purchased as per new syllabus. 4.General orientation programme for the first year students in the first week of July. 5.Admission Guidance committees were formed to guide the students for different choice of subjects offered by the college 6. One day career counselling seminar on upsurging sector like aviation, hospitality and customer service was organized in the college.

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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
Construction of pucca road from college main gate to campus	A pucca road was constructed from college main gate to campus.
Purchase of iron benches for students	Ten iron benches were provided to the students in the college campus.
Maintenance of Arts and Commerce Block	Maintenance of Arts and Commerce block was completed.
Computer Workshop on MS excel applications	One week computer workshop on MS excel applications was organized for outgoing batch.
Purchase of incinerator machine	One incinerator machine was purchased and installed in girl's toilet.
Upgradation of library facilities for students	Latest books of various subjects purchased on the recommendation of students and teachers.
One day career counselling seminar on upsurging sector like aviation, hospitality and customer service	One day career counselling seminar on upsurging sector like aviation, hospitality and customer service was organized in the college.
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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

2020

Date of Submission	31-Jan-2020
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	01/01/2020	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	01/01/2020
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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	01/06/2019
BSc	SCIENCE	01/06/2019
BCom	COMMERCE	01/06/2019
BBA	MANAGEMENT	01/06/2019
BCA	IT & COMPUTER	01/06/2019

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	01/01/2020	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 & COMPUTER	120	94	84
BBA	MANAGEMENT	120	48	45
BCom	COMMERCE	420	325	286
BSc	SCIENCE	1980	624	527
BA	ARTS	1920	575	558
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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	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses
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			teaching only UG courses	teaching only PG courses	
2019	1500	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	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
1500	20	1 : 75

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	9

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	VI	15/09/2020	17/10/2020

BBA	UG	VI	15/09/2020	17/10/2020
BCom	UG	VI	09/09/2020	17/10/2020
BSc	UG	VI	15/09/2020	17/10/2020
BA	UG	VI	15/09/2020	17/10/2020
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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	BA	Arts	148	125	84.45
UG	BSc	Science	152	116	76.31
UG	BCom	Commerce	83	58	69.87
UG	BBA	Management	22	15	68.18
UG	BCA	IT & Computer	17	12	70.58
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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	01/01/2020

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	01/01/2020	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	01/01/2020
No file uploaded.					

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	Physics	1	0.53
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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	2
Botany	2
Zoology	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	2020	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
nil	nil	nil	2019	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
Attended/Seminars/Workshops	0	7	0	0
Presented papers	8	8	0	0
Resource persons	0	2	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
Aids Awareness campaign	Red ribbon club	5	40
Armed Forces Flag Day	NSS in collaboration with Sainik Kalyan board	6	200
Fit India Movement Race	NSS in collaboration with MHRD	4	50
NSS Day Celebration	NSS	3	150
Blood donation camp	NSS, Red ribbon club and Rover Ranger in collaboration with Health department	4	50
Plantation drive	NSS in collaboration with forest department	2	200

Participation in online speech by Honorable Prime Minister Sh. Narendra Modi	NSS	10	200
AIDS Awareness Programme	NSS in Collaboration with health department	2	70
Cleanliness drive	NSS	2	80
Independence day celebration	NSS in Collaboration with Govt. directions	5	50
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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
National AIDS control programme	Recognition	Ministry of Health and Family Welfare	200
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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	NSS	Cleanliness drive	2	80
Aids Awareness	Red Ribbon Club and NSS	AIDS Awareness Programme	2	70
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
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
nil	nil	nil	02/12/2019	02/12/2019	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	02/12/2019	nil	0
No file uploaded.			

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
52387	52387

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Value of the equipment purchased during the year (rs. in lakhs)	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	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6524	750206	251	84053	6775	834259
Reference Books	118	103355	0	0	118	103355
Journals	9	544	2	110	11	654
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	01/01/2020
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	61	42	2	1	1	5	14	10	0
Added	0	0	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	http://www.gcsujanpur.in/

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
1821688	1821688	52387	52387

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	NIL	0	0
Financial Support from Other Sources			
a) National	Post Matric	33	595000

	Scholarship for SC,ST,Minority, EWS,Kalpana Chawala Scholarship		
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
One day career counseling seminar on upsurging sectors like aviation, hospitality and customer service	07/12/2019	70	Skylife Airhostess Academy Hamirpur H.P.
One week computer workshop on MS excel applications	12/12/2019	105	MHRD/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
2020	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	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
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	enrolling into higher education				admitted to
No Data Entered/Not Applicable !!!					
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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
NSS day	Institutional level	150
World aids day	Institutional level	70
Hindi Diwas	Institutional level	150
Annual athletic meet	Institutional level	250
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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
2020	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, 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, antirragging, 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 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 magazines etc. The 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.

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.

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
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 for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	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)
2020	nil	nil	01/01/2020	01/01/2020	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
Refresher Course	2	19/08/2019	31/08/2019	2
Refresher Course	1	04/06/2019	19/06/2019	2
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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	13	13

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	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	Scholarships

2003.

2003.

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 18408/- 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
2019	Admission Guidance committees were formed to guide the students for choice of subjects offered by the college keeping in view the interest of students	11/06/2019	11/06/2019	20/07/2019	600
2019	General orientation programme for the first year students was conducted in the first week of July	01/07/2019	01/07/2019	06/07/2019	800
2019	Text and General Books purchased as per new syllabus	05/08/2019	05/08/2019	05/08/2019	400
2019	One week computer workshop on MS excel applications	12/12/2019	12/12/2019	19/12/2019	105
2019	Purchase and installation of Incinerator of in girls toilet	02/09/2019	02/09/2019	02/09/2019	1000

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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	11/03/2020	11/03/2020	60	12
WOMEN CELL AWARENESS AND INTERACTION PROGRAMME ON HEALTH AND HYGIENE	17/08/2019	17/08/2019	120	0

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
2019	0	1	31/08/2019	1	Plantation and cleanliness drive in historical ground popularly known as CHAUGAN	Plantation	110

2019	0	1	17/09/2019	1	Blood donation camp	50 unit blood donated for service to humanity	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	01/01/2019	All the staff is governed by conduct rules framed by Govt. of H.P.
COLLEGE PROSPECTUS	01/06/2019	The prospectus addresses all essential information about institutions 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	14/09/2019	14/09/2019	90
Cleanliness drive in and around the college campus	24/07/2019	24/07/2019	80
Blood donation camp	17/09/2019	17/09/2019	50
Celebration of Teachers day	05/08/2019	05/08/2019	200
Celebration of Gandhi Jayanti	02/10/2019	02/10/2019	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 ROVER RANGER VOLUNTEERS. 3.PLANTATION IN COLLEGE CAMPUS BY NSS VOLUNTEERS.4. POOLING OF VEHICLES BY STAFF MEMBERS.5. ORGANISATION OF VARIOUS AWARENESS RALLIES ON ENVIRONMENT CONSCIOUSNESS AMONG STUDENTS AND IN PUBLIC.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. In continuation of soft skill courses introduced in the previous year, a one week workshop on computer applications in MS excel was organized for outgoing students. 2. On the line of the workshop on self-grooming and self-defense organized exclusive for girls in the previous year, this year also a workshop on women health and hygiene was organized in the institution by the women cell.

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 year also, one incinerator was provided in girls toilet. In addition to this, a workshop on women health and hygiene was also organized. In addition to this, one day career counseling seminar on upsurging sectors like aviation, hospitality and customer service was organized in the college.

Provide the weblink of the institution

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

8. Future Plans of Actions for Next Academic Year

1. To communicate the higher authorities regarding filling the vacant posts lying in the different departments of college, to create additional posts in single faculty departments where the workload is more. 2. To provide the facility of at least one smart classroom in each stream i.e. Arts, Science and Commerce. 3. To provide a Kala Manch for organizing cultural activities. 4. To provide additional toilet facilities for students keeping in view the strength of students. 5. To take up the matter with the higher authorities to introduce PG courses in computer applications.