



Yearly Status Report - 2015-2016

Part A

Data of the Institution

1. Name of the Institution	RAJIV GANDHI MEMORIAL GOVERNMENT COLLEGE JOGINDER NAGAR
Name of the head of the Institution	Dr. Narvir Singh Chandel
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	+911908222426
Mobile no.	9418244102
Registered Email	rgmgcjni@gmail.com
Alternate Email	gcjogindernagar-hp@nic.in
Address	Post-Office: Joginder Nagar Tehsil: Joginder Nagar District Mandi Himachal Pradesh
City/Town	Joginder Nagar
State/UT	Himachal pradesh
Pincode	175015
2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural

Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Ashok Kumar Sharma
Phone no/Alternate Phone no.	+911908222426
Mobile no.	9418994380
Registered Email	rgmgcjnr@gmail.com
Alternate Email	gcjogindernagar-hp@nic.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.gcjogindernagar.in/AQAR2014-15.pdf
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4. Whether Academic Calendar prepared during the year	Yes
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if yes, whether it is uploaded in the institutional website: Weblink :	http://www.gcjogindernagar.in/academiccalender2015-16.pdf
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5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.13	2013	08-Jul-2013	07-Jul-2018

6. Date of Establishment of IQAC	11-Jun-2009
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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
PTA Subscription was increased	08-Jul-2015 01	12
Feedback from Students, Parents and Alumni was taken	26-Feb-2016 01	155
Regular Meetings of IQAC with different Stakeholders	07-Dec-2015	220

	01	
Academic Audit was Conducted	20-Apr-2016 01	352
Virtual Teaching Smart Classrooms	17-Aug-2015 01	251
Construction Work of New Building MPH, Canteen, Staff Quarter in Progress	21-Jul-2015 01	2333
Uniforms of Rovers & Rangers Purchased	13-Sep-2015 01	50
CSCA Cultural Function Organized	28-Dec-2015 01	2333
Sixty Chairs for Smart Class Room Purchased	16-Dec-2015 01	60
Ten Desktop Computers	18-Dec-2015 01	30

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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	2016 00	0

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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 :

9

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)

Student feedback on teachers was conducted. IQAC is very active to maintain contact with the students to enhance the quality of teaching learning process. IQAC initiated towards computer literacy of each department so that the department data can be archived. IQAC also motivated students for enhancing their skills in computers and information technology. IQAC also motivated students for enhancing their communication and soft skills.

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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
<input type="checkbox"/> To fill up vacant posts out of PTA fund. <input type="checkbox"/> To increase PTA subscription amount. <input type="checkbox"/> To receive feedback from students, parents and alumni for the session 201516. <input type="checkbox"/> To install drinking water tank in the college premises. <input type="checkbox"/> To allot separate room for the department of Music (Vocal). <input type="checkbox"/> To organize educational tours. <input type="checkbox"/> To sensitize the students about personal hygiene and proper sensitization. <input type="checkbox"/> To provide additional study material to brilliant students. <input type="checkbox"/> To convert two class rooms into smart class rooms for promoting virtual teaching. <input type="checkbox"/> To provide free coaching to the students for competitive exams. <input type="checkbox"/> To follow the Reservation Roster in UG and PG Admissions. <input type="checkbox"/> To organize the Blood Donation Camps by NCC/NSS. <input type="checkbox"/> To distribute books and prizes during Annual Prize Distribution Function. <input type="checkbox"/> Interaction of Principal with Students.	<input type="checkbox"/> Posts filledup in the Deptt. of English, Sanskrit, PoliticalScience, History, Geography, Economics and Physics. <input type="checkbox"/> Increased from Rs. 200/ to Rs. 300/. <input type="checkbox"/> Received. <input type="checkbox"/> Installed. <input type="checkbox"/> Allotted (Adjoining to NSS Room). <input type="checkbox"/> Tour organized to Banjar (Great Himalayan National Park). <input type="checkbox"/> Sensitized by Women Cell. <input type="checkbox"/> Study material provided to 152 students. <input type="checkbox"/> Room No. 102 and Room No. 201 were converted into smart class rooms. <input type="checkbox"/> Provided. <input type="checkbox"/> Provided. <input type="checkbox"/> Followed. <input type="checkbox"/> Organized. <input type="checkbox"/> Distributed as per norms. <input type="checkbox"/> Interacted.

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14. Whether AQAR was placed before statutory body ?	No
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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	2016
Date of Submission	15-Mar-2016
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<input type="checkbox"/> Student's Database Management System <input type="checkbox"/> Student's Internal Assessment Management System <input type="checkbox"/> Library Information and Management System <input type="checkbox"/> Salary and PayRoll Management System <input type="checkbox"/> Records of employees and Service Book are maintained online <input type="checkbox"/> Online digital system for scholarship <input type="checkbox"/> Transfers (PIMS) <input type="checkbox"/> GPF CPF/NPS is maintained through digital mode. <input type="checkbox"/> EndTerm Exams are managed through online digital system <input type="checkbox"/> Application forms for Scholarship are filled up in online mode and credited through online digital system.

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

As our college is affiliated to Himachal Pradesh university, all the departments are required to implement the syllabus as it is. In the beginning of the academic session 2015-16, a zero week is announced so that time table and arrangement of class rooms can be made before the commencement of the classes to avoid any chaos. To increase the learning outcomes of the students participative learning is encouraged through seminars, discussions etc. Efforts are made to identify the weak students so that special attentions are given. Time to time students is made aware of the various carrier opportunities so that they can have an idea about carrier options available in advance for planning their carrier. Time to time test is conducted to track the performance of students. Students are always motivated to take help of their teachers even after classes. Efforts are made by the teachers to complete the syllabus on time.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Nil	Nil	Nil	00	00	00

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil

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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
BCom	Commerce	22/06/2015
BA	Humanities & Social Sciences	22/06/2015
BSc	Science	22/06/2015

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
00	Nil	Nil

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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
BCom	Commerce	Nil
BA	Humanities & Social Sciences	Nil
BSc	Science (Chemistry/Physics/Botany/Zoology/Maths)	Nil
BCA	Computer Application	Nil
BBA	Business Administration	Nil

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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	Yes

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

Feedback Obtained

Feedback is an important part of teaching-learning process. For the session 2015-16, the feedback was taken from the students, teaching and non-teaching staff and parents on various issues to evaluate the teaching-learning. The feedback thus collected was also analyzed for the development of curriculum, teaching-learning process and environment. The analysis of the students' feedback clearly depicts that they are satisfied with the method of teaching, course content delivered, overall effect on students, variety in teaching, seminar, quiz, discussion, tutorial in class and inspiration by the teachers for their future aspirations. Although students were satisfied with academics related infrastructural facilities such as library, laboratories but they wanted improvement in terms of playground and canteen facilities. It is observed from the students' feedback that few of them expressed the need of more ICT facilities. As per the feedback received from the parents they expressed satisfaction over the facilities and safety of their wards especially girls students. The college administration initiated action on the areas which needs attention and was also communicated to the higher authorities.

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
MA	Economics	40	10	10
MA	English	20	12	12
BCA	Computer Application	40	27	27
BBA	Business Administration	40	5	5
BSc	Science (Medical/Non-Medical))	400	312	312
BCom	Commerce	140	90	90
BA	Humanities	880	497	497

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2.2 - Catering to Student Diversity

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

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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
2015	2277	56	24	Nil	7

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
31	5	3	5	3	1

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Various societies for mentoring the students are framed, where they provide guidance as per the requirement of the students' interest. Mentors make the students aware of the designed and framed curriculum. In the beginning of the session 2015-16, mentors assured that proper induction of the students about the different activities/events organized. All the teachers of the college played the role of mentor in their respective classes. During the entire process every effort was made to know the expectation of students and what the college expects from the students. Time to time direct and indirect mentoring was done wherever possible and necessary. Mentoring was provided to the students in various aspects of their personality development so that the students can improve themselves during their college life. Guidance was focused on soft skills, communication skills and life skills etc. Various societies were framed in order to mentor the students from time to time.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2333	31	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
35	26	9	4	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
2016	Dr. Hitesh Kumar	Assistant Professor	Best Co-NCC Officer Honoured as Lieutenant in 90 Days PreCommission

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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
BBA	Business Administration	Semester	26/05/2016	25/07/2016
BCA	Computer Application	Semester	05/06/2016	16/07/2016
BSc	Science	Semester	30/05/2016	29/06/2016
BCom	Commerce	Semester	18/05/2016	29/06/2016
BA	Humanities	Semester	04/06/2016	29/06/2016
MA	Economics	Semester	14/07/2016	28/10/2016
MA	English	Semester	19/07/2016	28/10/2016

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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

In the beginning of academic session 2015-16, university notified the schedule for the conduct of examination, evaluation of answer-scripts and declaration of the result. The Continuous Comprehensive Assessment (CCA) constitutes 30 of the total marks and university has approved a fixed pattern for the same so that the students are to be evaluated. Therefore there is uniformity in evaluation throughout the affiliated and constituent colleges under Himachal Pradesh University Shimla. It was made necessary to score minimum 35 in both the categories i.e. theory and CCA separately and collectively 45 to pass the complete course. At institutional level, Mid-term Examinations were held in October 2015 and February 2016. Assignments were evaluated by respective subject teacher. Seminars were also organized as per subject requirement. Marks for Internal Assessment and Practicals awards were entered in the website of Himachal Pradesh University, Shimla-5 before the declaration of Term-End Exam results.

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

College has framed its own academic calendar for the session 2015-16 (already uploaded on the college website) in the beginning of the session. It was also printed on the prospectus of the college. It envisaged all the activities which were to be organized/performed during the entire academic year. College prepared the calendar as per the university calendar guidelines. Since our college is affiliated to Himachal Pradesh University Shimla, there was limited scope for the changes in the basic structure however, we added all the activities or celebration of important Days (National/International

importance). It included dates for regular activities, last dates of admission, PTA general house meeting, CSCA election, college athletic meet, mid-term exam date, filling of examination forms, Examination fees etc. It helped the stakeholders to know in advance about what were the activities to be performed or organized during the academic year. It served as a guiding document which further helped them to perform the activities as per schedule.

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.gcjogindernagar.in/programmeoutcomes2015-16.pdf>

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
Bachelor of Business Administration	BBA	Business Administration	10	10	100
Bachelor of Computer Application	BCA	Computer Application	14	12	85.71
Bachelor of Commerce	BCom	Commerce	78	76	97.44
Bachelor of Science	BSc	Science	144	135	93.75
Bachelor of Arts	BA	Arts/Humanities	250	239	95.6
Master of Arts	MA	Economics	17	17	100
Master of Arts	MA	English	18	13	72.22

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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.gcjogindernagar.in/studentssatisfactionsurvey2015-16.pdf>

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
Total	00	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	

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	Nil	NIL

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil

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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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	NIL	Nil	00
International	NIL	Nil	00

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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	Nil

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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
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Nil	Nil	Nil	2015	0	00	Nil
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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	2015	Nil	Nil	00

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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	Nil	Nil	Nil	Nil

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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
NCC Day	NCC	1	80
Blood Donation Camp	NCC	1	19
Cleanliness Drive	NCC	1	51
Environment Awareness Rally	NCC	1	58
Kargil Vijay Diwas Environment Awareness Rally	NCC	1	34
World Environment Day	NCC	1	50
Disaster Management	NCC	2	11
Awareness of Health-Hygiene, Pollution	NSS	2	60

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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	00	Nil	Nil

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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	National Cadet Corps (NCC)	Awareness Drive	1	51
1st International Yoga Day	National Cadet Corps (NCC)	Awareness Drive	1	54
Swachh Bharat	National Service Scheme (NSS)	Cleanliness Drive	2	62
International Womens Day	National Service Scheme (NSS)	Awareness Drive	2	79
World Mental Health Day	National Service Scheme (NSS)	Awareness Drive	2	72

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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	00	00	00

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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
On Job Training	Project Work BBA	Kangra Bank, Dharamshala	04/01/2016	31/01/2016	05
On Job Training	Project Work BBA	Max Life Insurance, Kullu	04/01/2016	31/01/2016	01

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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	Nil	Nil	Nil

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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
1385757	1385757

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
Seminar Halls	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Newly Added
Video Centre	Nil
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Nil

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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 patially)	Version	Year of automation
Nil	Fully	Nil	2015
Nil	Partially	Nil	2015

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10754	2168901	Nil	Nil	10754	2168901
Reference Books	952	250440	Nil	Nil	952	250440
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals	Nil	Nil	Nil	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil	Nil	Nil	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	Nil	Nil	Nil	Nil	Nil	Nil
Library Automation	Nil	Nil	Nil	Nil	Nil	Nil
Weeding (hard & soft)	Nil	Nil	Nil	Nil	Nil	Nil
Others (specify)	20	19463	Nil	Nil	20	19463

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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	Nil

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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)	Other:
Existing	51	2	51	0	40	5	6	5	0
Added	10	0	10	0	10	0	0	0	0
Total	61	2	61	0	50	5	6	5	0

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

5 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.gcjogindernagar.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
879498	879498	22650	22650

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)

Standard procedures and policies were used for the maintenance and utilization of the physical, academic and support facilities, which are further adhered by various committees. These Committees were framed at the beginning of the last academic session i.e. 2015-16. For the maintenance of the physical facilities and infrastructure the college development committee, purchase committee, committee for furniture-repair followed proper procedures and policies for the smooth functioning of each renovation work. To meet the various academic requirements, assignments and facilities, computer labs were established. After the introduction of RUSA, the physical requirements of various laboratories, library, sports complex, computers, classrooms etc. were

completed through proper channel out of funds provided by central as well as state government.

<http://www.gcjogindernagar.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	IRDP/Post-Matric SC/Post-Matric ST/Post-Matric OBC/KCCY/IGUCY	293	1369581
b) International	Nil	Nil	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	Nil	Nil	Nil

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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
2015	Career Counselling Cell	78	78	2	2

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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
Nil	Nil	Nil

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus	Off campus
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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	Nil	Nil	Nil	Nil	Nil

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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
2015	4	RGM Govt College Joginder Nagar	Humanities/Science	HPU Shimla	LLB
2015	14	RGM Govt College Joginder Nagar	BCA/BBA/B.Com	HPU Shimla	MCA/MBA/M.Com
2015	153	RGM Govt College Joginder Nagar	Humanities/Science/Commerce	HPU Shimla	B. Ed
2015	2	RGM Govt College Joginder Nagar	Maths	VGC Mandi/GC Dharamshala	M.Sc. Maths
2015	24	RGM Govt College Joginder Nagar	Humanities	RGM Govt College Joginder Nagar	MA Economics
2015	17	RGM Govt College Joginder Nagar	Humanities	RGM Govt College Joginder Nagar	MA English
2015	3	RGM Govt College Joginder Nagar	Chemistry	HPU Shimla	M.Sc. Chemistry
2015	2	RGM Govt College Joginder Nagar	Physics	HPU Shimla	M.Sc. Physics
2015	1	RGM Govt College Joginder Nagar	Botany	HPU Shimla	M.Sc. Botany

2015	1	RGM Govt College Joginder Nagar	Zoology	HPU Shimla	M.Sc. Zoology
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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
NET	Nil
SET	Nil
SLET	Nil
GATE	Nil
GMAT	Nil
CAT	Nil
GRE	Nil
TOFEL	Nil
Civil Services	Nil
Any Other	Nil

[View File](#)

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

Activity	Level	Number of Participants
Annual Athletic Meet	College	273
CSCA Cultural Function	College	178
Inter-College (Men Women) HPU Championship X-Country	State	279

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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
2015	Nil	National	Nil	Nil	00	Nil
2015	Nil	International	Nil	Nil	00	Nil

[View File](#)

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

The college has its own Council of Student Central Association (CSCA) which is nominated and constituted on the merit basis from

B.Sc/B.Com/BA/BBA/BCA/MA(Economics English) for the session 2015-16. CSCA has four Office Bearers and 21 class and nominated representatives from different classes and from NCC/NSS/RR/Sports/Clubs/Societies/Cultural wings etc. CSCA actively participated and cooperated in smooth functioning and organization of various activities. On the occasion of various college functions (CSCA Functions, Teachers Day, Celebration of important Days, Annual Athletic Meet, Inter-College Competitions, and provide feedback about basic infrastructural facilities, teaching-learning related problems, students problem/grievances etc. They also make their significant presence while short listing the candidate for inter-college activities.

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 :

01

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)

□ Various committees were framed for smooth functioning, management and administration of the college after taking into consideration the strength of the staff members. Prospectus Committee prepared the prospectus before the process of admissions and served as the guiding force to various admission committees and fresh and roll-on students. The time-table committee prepared time-table in the beginning of session 2015-16 in the month of June-2015 with utmost care and mutual cooperation to maintain equity and distribution for all subjects. IQAC committee was also composed officially at the beginning of session to maintain the quality and control over various indoor and outdoor activities for the welfare of students and staff (teaching non-teaching). Career-counseling and guidance-cell was also framed to motivate and guide the final year students for their future commitments. □ Scholarship committee was also constituted which eventually checked and verified the student's scholarship forms and removed the discrepancies (if any) and corrected many of them through offline and online mode. Further, CSCA was nominated, constituted and framed to maintain the student's participation in various activities. They were also assigned the task of creating positive and conducive environment for teaching-learning process, and they addressed and put forward the issues of the students, and suggested remedial measures.

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

Yes

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	Admission process has significantly been changed after the commencement of CBCS. Admission seekers will have to submit filled up forms by due date as announced by the university time to time and a merit list is displayed. Under CBCS, a student has to opt for a major subject and college displays the merit list after going through the percentage of the number of students opting for that particular course. The students are also helped by "Career Guidance Cell" and admission committees to choose major, minor, compulsory, additional courses and courses of general interests and hobby.
Industry Interaction / Collaboration	Educational tours and industrial visits are organized for students to increase industry interaction and collaboration and there is a provision of internship (for self financing course like BBA and BCA) by collaboration of industries.
Human Resource Management	The institution has also strengthened its human resource by recruiting teachers from local PTA fund in the subjects where required number of posts is not available or not filled in order to provide quality education to the students. The college has also recruited sweepers from local funds. The teachers of the institution regularly participate in orientation programmes, refresher courses induction programmes and various national/ international conferences which play a vital role for human resource development.
Library, ICT and Physical Infrastructure / Instrumentation	The quality improvement strategies for library aim at constant improvement and development of library services through updation of technology and employment of latest systems in library sciences. Similarly, there is regular maintenance and timely Up gradation for physical and ICT infrastructure. Their utility in the education process is also ensured. Science laboratories are also well-equipped and well furnished. In addition to this, students and teachers can also make full use of Gymnasium lodged at the college.
Research and Development	The teachers are provided many opportunities to conduct and attend conferences, workshops and seminars at state, national and international levels to update and improve their teaching skills. Teachers also keep visiting other institutions to carry out their research work.
Examination and Evaluation	H.P. University Shimla governs the examination and evaluation structure. But still the college attempts to improve the effectiveness of the Internal Assessment system. A proper assessment framework is maintained under quality improvement strategies, in which the knowledge and understanding of the student is evaluated along with interaction, learning and transparency. The examination process is made more representative of the subject matter and multidimensional evaluation is done. Faculty members are encouraged to access

students through multiple evaluation methods such as presentations, written examination and group discussions.

The quality improvement strategy is applied to make the pedagogical skills, engaged and goal oriented and to keep the faculty updated with the latest development. Faculty members are free to adopt and innovate teaching methodologies for their respective subjects. They make full use of ICT, group discussions, industrial and institutional visits etc. Internal subjects meetings are held for each subject on a periodical basis every semester to mutually decide the pace, orientation, methodologies and assessments. To enhance the multidimensionality of the discipline, eminent personalities from academics, sports and Govt are invited for guest lectures and speaker sessions. The college further encourages the faculty to attend refresher and orientation courses, faculty development programmes and workshops to enhance their knowledge and skills. Proportionate emphasis is given to both curricular and extra-curricular aspects of the students to achieve more wholesome and holistic development of students' personality. Faculty members provide personal mentoring and guidance to students on research and career. The students are free to choose from a wide range of students units and societies to promote extra-curricular involvement. The balance between the curricular and extra-curricular activities facilitates an all round learning process that equilibrates between theory, application and real world skills such as time and team management.

Teaching and Learning

As a constituent college of HP University, the institution implemented the Choice Based Credit System (CBCS) of the academic curriculum from the session 2015-16. Consequently, the whole curriculum underwent a huge change. All efforts were put for the timely and well planned implementation of the curriculum as well as to enhance its utility and value. New curriculum is more applicable, innovative and synchronous. With this aim academic department offer many Generic Electives, Ability Enhancement Credit courses and Skill Enhancement Credit courses that are suited towards enhancing the knowledge of the students while simultaneously increasing their employability. The students are given freedom to choose from the list of contemporary and multidisciplinary subjects. Value-added / Add-on courses are also included to develop the job relevant skills.

Curriculum Development

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

E-governance area	Details
Planning and Development	In planning and Development, all the monitoring and execution of various plans related to RUSA, UGC Affairs, Directions from the Education Department/Directorate of Higher Education/Secretariat Shimla/NCC Office/ Treasury Office/Govt/Private Bodies etc. were mostly done through e-mail and online mode.

Administration	e-Service Books were maintained and updated as per requirement.
Finance and Accounts	e-salaries were updated and modified on each month, increments were inducted and taxes were deducted within e-salary as per requirement and by the end of financial year 2015-16
Examination	Examination Fees, e-forms were verified through online mode and respective Roll Numbers generated. The awards for Internal Assessment and Practical of respective subject were submitted online on HPU Website

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
2015	Sh. R. S. Patial	Capacity Building Programme	Himachal Pradesh Institute of Public Administration, Fairlawns Shimla	2000

[View File](#)

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)
2015	Nil	Nil	Nil	Nil	Nil	Nil

[View File](#)

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
Induction Training Programme	1	16/11/2015	28/11/2015	14
Orientation Programme	1	16/02/2016	14/03/2016	21

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6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	Nil	Nil

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
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Nil	Nil	Scholarship for IRDP/SC/ST/Minority/OBC/IGUCY/KCCY
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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)

In the beginning of a financial year, the annual budget is allocated. Proper external and internal audit is conducted in the college. External audit is done by auditors from Auditor General office from Shimla. They conduct the audit and submit the report. For internal audit College Bursar ensures the proper receipts and payments of the funds after verifying the bills and all the codal formalities. Further internal audit of PTA funds is also done by the committee members constituted by the institution

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
Parent Teacher Association (2015-16)	830917	Students Welfare

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6.4.3 - Total corpus fund generated

830917.00

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	Govt. (Department of Higher Education)	Yes	IQAC
Administrative	No	Nil	No	Nil

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

PTA was functional throughout the session and Provided valuable suggestions for the development of the institution. PTA provided feedback which were considered positively and further implemented. Regular meetings of PTA were conducted in which Parents interacted with the Principal and the Teachers. PTA also helped in the appointment of Guest Faculties out of PTA Fund throughout the session. PTA contributed generously for the promotion of Sports and Co-curricular activities to hire coaches for the Sports activities and Professional directors for Youth Festival teams.

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

Supporting Staff was encouraged and relieved to attend training/workshop/capacity building programmes. Important notices, circulars and notifications related to promotional benefits and other welfare schemes issued from the Govt. of Himachal Pradesh were positively intimated to them. Income Tax related issues and RUSA Funding related problems were addressed.

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

1. Vacant teaching and non-teaching posts should be filled up on regular basis. The institution had communicated about the shortage of faculty members in different departments to the higher authorities. 2. Vacant posts were filled up out of PTA Fund in different departments. 3. Proposal to start some more PG classes was sent to the government. 4. Inter-disciplinary presentations were given to students. 5. Automatic vending machines were also installed in girls' washrooms and drinking water facility for students was provided in science block. 6. Proposal for construction of new building including multipurpose hall, expansion of college canteen and residences for staff was sent to the government in last session and still waiting for the further necessary actions.

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
2015	Workshop on 'Traffic Rules and Sections of Indian Panel Code'. Sh. Udham Singh, Sub inspector, Local Police Station Joginder Nagar was the resource person.	24/11/2015	24/11/2015	24/11/2015	92
2016	Lecture on 'Environment Pollution Conservation of Natural Water Resources' was organized. Dr. Hitesh Kumar, Assistant Professor of Botany was the resource Person.	18/02/2016	18/02/2016	18/02/2016	71

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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
Annual Athletic meet	28/12/2015	29/12/2015	129	144
CSCA Function	22/12/2015	23/12/2015	104	74
NSS	01/06/2015	31/05/2016	152	92
NCC	01/06/2015	31/05/2016	27	53
Rovers & Rangers	01/06/2015	31/05/2016	25	25

CSCA Composition	10/09/2015	31/05/2016	12	21
Enrollment	22/06/2015	31/05/2016	1324	1009

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

1. Tree plantation and Campus Cleanliness Drives and Awareness Rallies were performed by NSS/NCC 2. Use of tobacco was prohibited within the range of 500 meters of the campus as decided by the Govt. of Himachal Pradesh.

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	Yes	2
Braille Software/facilities	No	Nil
Rest Rooms	No	Nil
Scribes for examination	Yes	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

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
2015	Nil	Nil	Nil	00	Nil	Nil	Nil

[View File](#)

7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Central Civil Services (Conduct Rules)	Nil	1964, As per article 19(1) and (2) to (6) of the constitution, any Govt. servant who violates the restrictions imposed by general laws becomes liable for punishment as prescribed under the relevant laws. And in addition, if CCS conduct rules are also simultaneously violated he/she becomes liable to disciplinary action as well. Every employee of the institution tries to follow conduct rules in letter and spirit.
Central Civil Services (classification,	Nil	1965, The disciplinary action is taken under the provision of these rules. Minor major penalties can be imposed after following the procedure.

control and appeal rules)		
Government of HP Office Manual (3rd edition)	Nil	April 2011, Fundamental Rules Fundamental Rule 11 provides that a Government servant is at disposal of the Government for 24x7 Hrs which pays him and he may be employed in any manner required by the proper authority. Proviso under FR 17(1) deals with no work no pay. FR 17A deals with unauthorized absence. Right to information act (2005) Every public information officer is bound to supply information except classified information to general public under this.
Education code	Nil	2001, It also deals with code of conduct for teachers and value education. Procedure for constitution of PTA and its role in development of institution is also mentioned in it.
College Prospectus (Annual Publication)	Nil	June 2015, Besides, providing information about the admission process college prospectus also has details about statutory guidelines and code of conduct for students.

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environment Day	05/06/2015	05/06/2015	56
International Yoga Day	21/06/2015	21/06/2015	54
Anti-Tobacco Day/ Drug Abuse Day	26/06/2015	26/06/2015	57
Independence Day	15/08/2015	15/08/2015	121
Sports Day	29/08/2015	29/08/2015	111
Teachers Day	05/09/2015	05/09/2015	259
Hindi Diwas	14/09/2015	14/09/2015	67
Gandhi Jayanti/Swachhta Diwas	02/10/2015	02/10/2015	43
Constitution Day	26/11/2015	26/11/2015	162
AIDS Awareness Day	01/12/2015	01/12/2015	196

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7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

a. Tree plantation drives were organized by NSS, NCC, Rovers and Rangers and Eco Club. b. Use of organic manures and fertilizers in the college garden. c. Installation of ample number of power saving LED lights in campus. d. Celebration of fairs, festivals and functions in eco-friendly manner. e. Planting and caring of plants and trees in the campus. f. Planting and caring of indoor plants.

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

1. Engagement of Students in Community Services: To make our students

responsible and sensible towards society, and therefore various events of social importance, social evils and problems were organized. It included awareness rallies on Drug Abuse, AIDS Awareness, Blood Donation Camp, celebration of important days and Swachhta Campaign in our surrounding locality. 2. Participation in Extra -Curricular Activities: Realizing that the participation in non-academic activities is also very important for all-round development of students, the institution has made the participation in such events mandatory for all students. Support and appreciation are provided for student participation in NCC, NSS and Rover Rangers, Sports and other Societal Activities.

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

<http://www.gcjogindernagar.in/bestpractices2015-16/>

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

This college was established in 1994 as an institution of higher learning at Joginder Nagar, sub division of Mandi district in Himachal Pradesh. As our institution offers Arts, commerce and Science streams in majority, BBA, BCA and post-graduation in English and economics. It also runs IGNOU centre which caters to the need of studies for the working people. Committed to bring about the overall development of the students our college focused on motivating the students to discover their talent in extra-curricular activities. Students of this college excel in sports activities at national and state levels. It provides a good environment for the students to perform in academics, cultural and sports activities. Mentors, coaches and artist are invited to share their expertise and guide the students to perform well in academics, cultural and sports activities from time-to-time. For any educational institution sports ground and library is essential. Our college has good library with various facilities and also have a ground where students can make themselves ready for their future.

Provide the weblink of the institution

<http://www.gcjogindernagar.in/institutionaldistinctiveness2015-16/>

8.Future Plans of Actions for Next Academic Year

1. Remedial classes will be taken by the Department of Physics, Botany, Commerce, and Economics. 2. Vacant Posts will be filled up out of PTA fund. 3. Additional and special classes will be taken for Environment Science and Hobby subject. 4. Facilities in staff room like drinking water, heaters, computer and internet will be provided. 5. Seating capacity for students and teachers will be increased in college library. 6. Teachers will be encouraged to attend Induction Training Programs, Orientation Programme, Refresher courses and Short term courses. 7. Equipments, instruments, chemicals and articles of music will be purchased. 8. Purchasing and installation of articles like networking, LED, Smart digital podium, DLP projector and visualize will be done out of RUSA fund. 9. Automatic Sanitary Pad vending machines will be purchased for girls' washrooms. 10. Articles of Music like Harmonium, Tabla brass, Ragini digital, Sitar, Guitar etc. will be purchased. 11. LED, Smart

digital Podium, DLP Projector and Visualizer will be purchased for computer labs.
