



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

RAJIV GANDHI MEMORIAL GOVERNMENT COLLEGE JOGINDER NAGAR

**RAJIV GANDHI MEMORIAL GOVT. COLLEGE JOGINDER NAGAR POST
OFFICE JOGINDER NAGAR TEHSIL JOGINDER NAGAR**

175015

www.gcjogindernagar.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

It all began with a small group of committed and dedicated philanthropists led by Colonel (Retd.) Ganga Ram Jamwal who had nothing but a strong will and determination to introduce an institution of higher learning. It was the time when students had no other options but to move to SD College Baijnath (Now PSR GC Baijnath) or Govt. College Mandi or MLSM Sunder Nagar or DAV Kangra or Govt. College Dharamshala if they had to pursue higher studies. Therefore, this group wanted to illuminate the ignorant world of humble people living at grassroot level that neither had resources nor will they be sending their children to far off places for higher learning. Then they collected a meager fund of Rs 20,000/- and anyhow the college was made functional at a small match box factory. It all happened in 1989. On 4th May 1994 the college was taken over by the government and was shifted to the present building in 1999. And today even after 32 years of consistent efforts, we proudly claim to have an institution catering to the needs of around 2500 students with high female ratio and indomitable spirit to achieve more.

It is affiliated to Himachal Pradesh University Shimla and is located on the foothills of Dhauladhar Range of Himalaya's with lush green vegetation and fertile land. The NH-154 and narrow-gauge railway station JoginderNagar are at a stone's throw away from the college. The college campus is spread over 5 acres area of land, connected with road facility, surrounded by civil hospital, mini secretariat, playground and in the vicinity of agricultural land. It is located at a distance of 57 kms from Mandi district headquarter. The college is included under Section 2(F) & 12(B) of UGC Act 1956. The college is free from noise and air pollution. There is a peaceful and serene academic oriented atmosphere in the college campus with co-educational system. The college is catering to the needs of rural and backward areas providing quality education. It has progressed by leaps and bounds witnessing several landmarks during its journey towards excellence in last 25 years.

Vision

From the very beginning of this institution, it has witnessed many changes. It has been successful in its aim of bringing more and more students into the field of higher education by launching a sustained and systematic campaign and will undergo many more in the coming years to cater the ever changing and increasing needs of students so that they may attain new milestones in the field of quality education

1. To build a holistic and vibrant learning environment, founded on value based

academic principles.

- 2. To inculcate mental and spiritual strength and clarity of thoughts in order to develop the character of students.*
- 3. To develop a potential for excellence.*
- 4. To keep pace with latest technology.*
- 5. To develop courses which are helpful in seeking employment,*
- 6. To empower students to translate their dreams into reality and to combine emerging global trends with national spirit through higher education.*

The various thrusts of the college as presented in seven criteria are:

- 1. Search for excellence – focus on quality education.*
- 2. Contribution towards national development by making various groups.*
- 3. Encouragement for global competition among students.*
- 4. Emphasis on value-based education.*
- 5. Promoting use of technologies.*
- 6. Promoting transparent and individual participation in governance.*
- 7. Encouragement for Research ventures.*
- 8. Promoting innovation in institutional practices to make it an agent in social transformation.*
- 9. To develop more courses for better employment opportunities.*

Hence, the Vision of our institution is summarized as:

- We provide education to all our students for holistic development and inclusive growth.
- We strive to empower rural students so as to enable them to realize their full caliber in order to shape them into next generation leaders.

Mission

- 1. To awaken the latent potentials of the students.**
- 2. To inculcate among students the sense of responsibility, leadership, accountability and social service.**
- 3. To develop the sense of communal harmony and discipline in order to make students conscious towards social and environmental issues.**
- 4. To provide fearless and free platform for expression of thought and opportunities for self-realisation.**
- 5. To impart value based and meaningful education required to the needs of the world.**
- 6. To make education accessible to the students of rural and backward areas.**
- 7. To empower students to address the larger issues of life.**

Hence, the mission of our institution is summarized in the nutshell as follows

- To develop individuals who are morally upright; intellectually well informed; socially concerned; physically well developed; emotionally balanced; mentally strong and responsible citizens.**
- To create well-organized, motivated, culturally accomplished and ignited minds with aspirations and inspirations for the growth and development of nation.**
- To provide a suitable, student-centric learning educational environment, where students can realize their full potential in their chosen discipline and attain qualitative education to face the challenges in every walk of life and to take up career in different fields.**

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- There is judicious amalgamation of expert and young faculty, which are highly qualified, competent, dedicated and keen learners. The punctuality and discipline among teaching staff lead their students for regular teaching with class room interactions is one of the academic strengths of our college.**
- The members of teaching staff are always ready to enhance their knowledge and teaching learning skills and help the students wherever and whenever possible through Orientation Programmes, Refresher Courses (offline as well as online**

mode), Faculty Development Programmes, National and International seminars and conferences, workshops etc. Thus, they keep on updating their acquired skills and knowledge of their respective subjects.

- More than 90% students belong to rural areas and are well-mannered, cultured, simple and very constructive.
- Ragging is strictly prohibited (as per govt. notification) in our College as there were no ragging cases observed for the last five years.
- Our students are good in academics, sports, cultural activities and co-curricular activities and secure various positions in academics, youth festivals and sports events at state level.
- During recent years large number of students especially NCC Cadets of this college have been enlisted in Indian army, paramilitary forces and H.P police.
- The college adopts student centric approach and exercises an optimal blend of curricular, co-curricular and extracurricular activities.
- The college has good Infrastructure, Administrative Block, Humanities and Commerce Block, Science Block. These Blocks are well furnished with Office and Staff Room, Departments, Labs and Common Museum for Botany & Zoology, separate toilets for boys, girls and staff, pure and clean drinking water facility equipped with purifiers and water coolers, Girls Common Room and Canteen. Iron benches for students are also installed for students,
- There is a well equipped and fully updated library, a playground, residential complex for Principal and 6 staff quarters. Shortly, we will have new multipurpose hall (MPH) and new Canteen.
- The campus is fully Wi-Fi with lease-line facility of 20 Mbps and the institution is under CCTV surveillance

There will be an ample scope for infrastructural development in future.

Institutional Weakness

Some limitations of our college are:

- The college lacks hostel facility for the students.
- The college is not having interactive mechanism with the industry as there are no major industries operating in the region. Due to this the college also feels

handicapped when it comes to supporting its students in terms of industry/job placements.

- **The faculty is also appointed & managed by the government. Sometimes the teachers get transferred to other colleges in the middle of the academic session which hampers the teaching-learning process and outcomes.**
- **Inadequate faculty in the light of expanding enrolment of the students is a major hurdle faced by the college although efforts are made to partly fulfil the requirement of faculty through the local PTA.**
- **Institution is totally dependent upon the government funding and other financial-aid for its sustained growth & development, as it is being managed by Department of Higher Education, Govt. of Himachal Pradesh.**
- **Institution lacks autonomy in academics also.**
- **Modest knowledge base of the students is because of their rural background and inadequate facilities to them.**
- **Teachers are not able to devote much time to research due to heavy workload and non-availability of facilities for research activities.**
- **Scanty internal resources, unfair funding policies and negligible financial assistance from various agencies can be regarded as the major weakness for the institution.**

Institutional Opportunity

- **To impart quality education to students particularly belonging to socio-economic underprivileged section.**
- **To bring socio-economic transformation in society.**
- **To instil sense of responsibility and value of soft skills amongst the youth.**
- **To start post-graduation in other subjects for the benefits of rural students.**
- **To start an Add-on course on Medicinal Plants as there is a Herbal Garden in JoginderNagar.**
- **To start an Add-on course on Chemistry of Tea as there are some Tea Gardens in the vicinity of JoginderNagar.**
- **To enhance College-Industry-Community network to maintain the placement**
- **To support students with more digital smart room facilities in order to make**

teaching-learning process better and improved.

- **To strengthen self-financing streams to provide more output in contemporary programmes.**
- **To improve infrastructure of the college this may attract more students and reputation.**

Institutional Challenge

- **To acquire a status of Model College**
- **To manage 10 acres land for providing adequate infrastructure such as classrooms, labs, playground, hostels and green areas**
- **Drop out ratio: Some of the boys prefer to enlist themselves in defence services and they could not complete their respective degrees**
- **Early marriages of girl students lead them to drop out their degrees before completion. The trend of early marriages in rural areas and glamour of the urban areas also has been visualised as a problem to aspire for higher education.**
- **The college is running P.G. courses in English and Economics. Though the numbers of seats are fixed, however there is a sharp increase in the enrolment of students' every year. Hence, more infrastructural facilities and number of teachers are required in these departments.**
- **It is observed that weakness in English Communication is also one of the greatest challenges to rural students which eventually create hindrances in their performance during the various competitive and other examinations.**
- **Due to the financial constraints of the government, the non-creation of new posts and no fresh recruitment for the functional posts for running the institution is great threat. Meaning thereby, student-teacher ratio is very high which too affects the classroom interaction of teacher among individual students.**
- **The posts of sweepers have also been abolished to encourage outsourcing but no grants are released for the purpose.**
- **It is difficult to maintain a balance amongst academic, co-curricular and extra-curricular activities. There is no regular funding or mechanisms developed by the government for various recurring expenses such as student activities (like sports, cultural, curricular and co-curricular), for office maintenance and minor developmental activities, expansion etc.**

All in all, keeping pace with the global world is not an easy task for rural colleges and hence it is also a challenge.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Curriculum Design and Development

Since the College has its affiliation from Himachal Pradesh University Shimla, therefore, the designs of the curriculum and syllabus to be followed are framed by Himachal Pradesh University Shimla as per guidelines and direction of UGC. At the commencement of the new academic session, the Principal take the faculties opinion and communicates the curriculum through the prospectus.

Curriculum Planning and Implementation

For the Curriculum Planning and Implementation, the Principal makes committees in the beginning of for every academic year. The Committees prepare a detailed time-table for each subject, so that the prescribed syllabus is covered in the stipulated time. The schedule is strictly followed by each department to adhere to curriculum and syllabus to be followed. Regular meetings are conducted with the respective faculties and students to follow up the curriculum.

Academic Flexibility

Inter-disciplinary options are provided to the students as per the availability of human and material resources. Under Career Guidance and Counseling Cell, the students are provided the directions to choose the best possible courses according to their previous academic records and abilities.

Curriculum Enrichment

Many steps are taken to develop the cognitive abilities of the students. The college has two units of NSS, one unit of NCC (100 cadets) and one each of Rover & Rangers. The aim of these programmes is to improve overall development of personality and attitudinal behavior with respect to society of the students and transforming them into responsible citizens by inculcating the values of social and community service. Besides various clubs and societies – Eco-club, Red Ribbon club, Red Cross Society, Science Society etc. are actively working towards the set objectives of the activities. To meet the expected needs of the students, different committees like Anti-Ragging squad, Grievances and Redressal Cell, & IQAC-NAAC committee and Women Redressal Cell have been constituted.

Feed Back System

CSCA body (College Students' Central Association), PTA (Parent Teacher Association) and alumni are the part of Feed Back System. The propositions are rewarded and progressed to the Academic Council of the University through the Principal teachers' association like HGCTA (Himachal Govt. College Teacher Association).

Teaching-learning and Evaluation

Student Enrolment and Profile

The Principal constitutes the admission committees and the members of the committees select the students on the basis of eligibility and conditions prescribed by the University. The admission process is transparent and students enrolled in college without any discrimination. The committee members also provide guidance and counseling to the students.

Catering to Student Diversity

With respect to the different geographical areas, socio-economic, cultural and educational background of the learners, the institution maintains the fluidity and efficiency. Various admission committees remain unprejudiced during admission. The college adheres to the admission rules by H.P University Shimla and therefore, the admission rules are followed to enroll students from the under privileged sections of society such as – SC/ST/OBC. Fee concession is provided to the students of IRDP and various scholarships are provided to the students belonging to SC/ST/OBC, Economically weaker sections by the state govt.

Teaching-Learning Process

Teaching is a process of continuous learning. The college has energetic and dedicated staff to make teaching learning more effective and interesting. The faculties try to learn new technology to make teaching learning process more effective. A seminar hall and an IT lab with more than 100 computers are being used to give impetus to the teaching and learning process, a well equipped and updated library have an access to the text books, reference books, magazines, newspapers and journals to students.

Teacher Profile and Quality

The Constitutional Body, State Public Service Commission HPPSC recruits the faculty through the process of competitive exam cum interview, strictly as per the UGC norms. The institution has no role to decide the adequacy of recruitment procedures. However, in order to ensure the “Teacher quality in terms of their qualification, teaching characteristics, professional development and recognition of teaching abilities, the faculty is continuously encouraged to participate in various faculty development programmes like

Orientation Programme, Refresher Courses, conferences, seminars, workshops etc.. There are 54 sanctioned posts, one of the Principal, 36 of teaching and 19 of non-teaching staff. Most of the teaching staff holds PhD/MPhil. Degrees and many have qualified NET-JRF and SLET exams.

Research, Innovations and Extension

Promotion of Research and Facilities

To make students research oriented, the teachers upgrade their awareness, knowledge and skills participating in various seminars, conferences, workshops, Induction Training Programmes and workshops organized by UGC, HRDC, SCERT, HIPA etc. both within the state and outside. Although active research is not the mandate of the college yet, at the college level few faculty members are actively involved in publication of research activities, book reviews and creative activities. Some members of staff are pursuing their PhDs.

Resource Mobilization for Research

The college does not possess any documented and acknowledged research centre, yet in order to develop research aptitude, the teachers also organize various seminars, update their knowledge of the subject through internet, educational trips and visits to some other places.

Innovation Ecosystem

The college is located in a beautiful and peaceful environment. It provides an amicable atmosphere to students to share their problems and grievances. Within the respective departments, the faculty conducts various departmental activities, seminars, group discussions, innovative projects, workshops etc.

Research Publication and Awards

Many teachers are already involved actively in research works that include doing Ph.D., presenting and publishing research papers and attending various national and international conferences, seminars and workshops.

Consultancy

Besides teaching, members of the faculty remain occupied in the multifarious activities. One such activity is the consultancy and teachers provide free consultation to students, staff and sometimes to the community through PTA and OSA meetings. In addition to this, different departments of the college provide consultancy services to the agencies like SSA studies (Elementary Education), income tax calculation etc.

Extension Activities

Along with the academic measures of the education, the social and cultural values are instilled among students with, NSS, NCC, Rover & Rangers and various other societies and clubs.

Collaboration

The faculties of the college are encouraged to submit research proposal to UGC or any other funding agencies for financial support.

Infrastructure and Learning Resources

Physical Facilities

The college has a well-furnished principal's office, administrative office, staff room and IGNOU office. The whole campus is covered under CCTV. Campus development committee is very efficient and remains active throughout year. Separate rooms/cabins are provided for NSS, NCC, Sports and Rovers & Rangers. The college has a well-equipped central library with proper seating arrangement. A computer lab with latest facilities, six science labs, botany/zoology museum, smart classrooms, music room, language lab cum lab for career counseling and geography lab are functional. The college has good connectivity and approachability with road and has a residence for Principal and six members of teaching staff. There is a big playground, HPPWD Sub Division office, civil hospital, mini secretariat and PWD rest house are at stone's throw from the college. Campus development and beautification committees are constituted to supervise, repair and maintain the campus and provide infrastructural facilities.

Library as a Learning Source

The college has a spacious and well-established library with a collection of 11,644 books on different subjects, 10 newspapers, 20 magazines and a few journals. Five computers with internet facility and four CCTVs have been installed in the library. The data entry of all the books has been completed. A book exhibition is organized every year at the college library to inculcate reading habits among students.

IT Infrastructure

The government the e-governance facility and the college has been using this facility for the convenience of staff and students. It is used for disbursing salary, scholarship to maintain the record of employees through PMIS, PFMS and official communication through mail with a view to make administration apparent and well-organized.

Maintenance of Campus Infrastructure

Maintenance of college infrastructure is a responsibility of students, staff and society. However, the Principal and committee members visit every nook and corner of the building as well as check out the campus infrastructure. As a consequence, it is being maintained properly. Any problem related to infrastructure is reviewed and considered by the committee in order to fulfill the requirements.

Student Support and Progression

Student Support

A detailed prospectus-cum handbook of information is published and provided to the students, which is about admission process, fee structure, the subjects offered and rules and regulations of college and university. The admission committees are constituted at the beginning of each academic session to guide the students and solve admission related problems. The Principal and college staff also remains available for the students to help and guide them. Special guidance and attention is paid to the needy students. In order to assist students in making a bus pass, a Bus Pass Committee has been constituted. The Student Redressal Cell, Anti-Ragging Committee, Career guidance and Counseling Cell are also functioning for student welfare. Girl students are provided a Common Room, Sanitary Vending Machine and dispenser are installed in order to support their health and hygiene. Depending upon the academic merits and category, various scholarships are provided to the students. Various awareness programmes like Drug Addiction Programme, AIDS Awareness Programme, Induction Programme, Gender Sensitization Programme and Cleanliness Drive programmes are organized with the active involvement of students.

Student Progression

To broaden the vision, one needs to travel many places. Keeping this in mind educational trips is organized to provide exposure to the students in their respective fields. Some dignitaries are also invited to address the students in order to motivate and inspire them. During 7day special NSS camp, resource persons from diverse fields interact with volunteers and satisfy them by replying to their queries.

Alumni Engagement

The college has a lineage of many renowned individuals who once had been the part of this college. The college feels honoured to produce a large number of alumni who excelled as administrators, academicians, defence personnel, sports persons, contractors, research scholars and innovative horticulturists.

Governance, Leadership and Management

Institutional Vision and Leadership

Education is the most important and integral component for the development of human resources. With this vision and mission, the institution inculcates healthy values amongst its students which consequently travel in the society. The college is honestly prepared to take new challenges. It endeavors to ensure quality education with equal opportunity to all sections of the society. The efforts are in the direction to achieve manifold objectives of impartiality, eminence and brilliance. Learners are always welcomed to learn with the aim to create the citizens to serve the nation and perform their roles of life. The college is a govt, run institution and the Principal is head of the institution. The college advisory committee and conveners of different committees apprise the Principal on various important issues from time to time. This provides efficient governance and maintains a congenial environment in the institution.

Strategy Development and Deployment

The institution is run by the govt. and the role of the management is to devise and employ plans constituted by the government. To provide maximum support to these adopted policies, the Principal establishes Advisory Committee and depute conveners for different committees. This leads to an efficient governance and maintains a congenial environment in the institution.

Faculty Empowerment Strategies

Faculty empowerment is an outcome of teamwork which is equipped with the constitution of various committees of the college. The individuals in the committees work together as a team in order to frame policies and guidelines to be executed in the college. They help to improve the professional competence among staff. Besides, members of staff are encouraged to be the part of the various career enhancement programmes organized by UGC and other agencies.

Financial management and Resource Mobilization

The State Government, UGC, PTA and students fee are the sources of funds. The bursar of the college plays an important role to draw and disburse various funds. All the process remains transparent.

Institutional Values and Best Practices

Institutional Values and Practices

- **The college is committed to ensconce virtuous and ethics based values, positive attitudes, secular outlook, soft-skills and knowledge required for the success life of students.**

- **To achieve its mission, the institution owns conducive environment with a belief to channelize the potential of students by encouraging them to participate in various college activities other than academics for their holistic development.**
- **The institution has formed discipline committee to maintain discipline and avoid any kind of ragging and women cell for the safety of the girl students.**
- **The students of the college under the auspices of NSS, NCC, Rovers and Rangers, Red Ribbon Club Red Cross Society, and various clubs spread awareness about gender equality, drug-abuse, HIV-AIDS and environmental protection in the neighbouring rural areas through lectures, folk songs and performance through skits.**
- **The college practices to protect the environment through plantation drive and cleanliness through Swachh Bharat Mission.**
- **Our institution practices a proper solid waste management by minimizing the use of plastics and chemicals.**
- **The campus is polythene free and the administrative office is on its way to being paperless as the online admissions, online exam fees are conducted, online teaching material is being provided through Whatsapp, e-mails, etc.**
- **The students assiduously participate in cleanliness and plantation drives in college campus. NCC cadets maintain the cleanliness in the college campus where as NSS volunteers leave no stone unturned to beautify the college campus.**
- **The institutions maintain complete transparency in its academic, administrative, financial matters and auxiliary functions.**
- **Every year the college celebrates important days, Annual Prize Distribution Function, CSCA Function and Annual Athletic Meet to ensure the personality development. Raising the soft skills render those to face the life challenge in future also.**

IQAC (Internal Quality Assurance Cell)

IQAC plans and monitors the academic, curricular and other activities. It keeps a vigilant eye on the functioning of the college.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Rajiv Gandhi Memorial Government College Joginder Nagar
Address	Rajiv Gandhi Memorial Govt. College Joginder Nagar Post Office Joginder Nagar Tehsil Joginder Nagar
City	Joginder Nagar
State	Himachal pradesh
Pin	175015
Website	www.gcjogindernagar.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Suneeta Singh	01908-222426	7018957561	01908-22242 6	rgmgcjr@gmail.c om
IQAC / CIQA coordinator	Samjeet Singh	01908-9816144849	7018614035	01908-22246 2	samjeet23chem@g mail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

Date of establishment of the college	04-05-1994
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University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Himachal pradesh	Himachal Pradesh University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	18-02-1999	View Document
12B of UGC	18-02-1999	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Rajiv Gandhi Memorial Govt. College Joginder Nagar Post Office Joginder Nagar Tehsil Joginder Nagar	Rural	5.05	20436.67

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	Twelfth	English	80	76
UG	BA,Hindi	36	Twelfth	Hindi	80	78
UG	BA,Sanskrit	36	Twelfth	Sanskrit	80	13
UG	BA,History	36	Twelfth	English + Hindi	80	79
UG	BA,Political Science	36	Twelfth	English + Hindi	160	158
UG	BA,Geography	36	Twelfth	English + Hindi	80	80
UG	BA,Sociology	36	Twelfth	English + Hindi	81	81
UG	BA,Economics	36	Twelfth	English + Hindi	80	31
UG	BA,Public Administration	36	Twelfth	English + Hindi	80	24
UG	BA,Music	36	Twelfth	English + Hindi	80	3
UG	BA,Music	36	Twelfth	English + Hindi	80	0
UG	BCom,Commerce	36	Twelfth	English + Hindi	80	61
UG	BSc,Chemist	36	Twelfth	English	80	50

	ry					
UG	BSc,Botany	36	Twelfth	English	80	34
UG	BSc,Zoology	36	Twelfth	English	80	48
UG	BSc,Physics	36	Twelfth	English	80	63
UG	BSc,Mathem atics	36	Twelfth	English	80	44
UG	BA,Mathem atics	36	Twelfth	English	60	11
UG	BCA,Compu ter Application	36	Twelfth	English	80	46
UG	BBA,Manag ement	36	Twelfth	English	60	26
UG	BSc,Comput er Science	36	Twelfth	English	80	7
UG	BA,Physical Education	36	Twelfth	English + Hindi	80	72
UG	BA,Educatio n	36	Twelfth	English + Hindi	80	58
UG	BA,Journalis m Mass Com munication	36	Twelfth	English + Hindi	80	14
PG	MA,English	24	UG	English	40	10
PG	MA,Econom ics	24	UG	English + Hindi	30	14

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				7				29			
Recruited	0	0	0	0	6	1	0	7	11	7	0	18
Yet to Recruit	0				0				11			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				9			
Recruited	0	0	0	0	0	0	0	0	4	5	0	9
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				10
Recruited	6	4	0	10
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	1	4	0	5
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	5	0	0	5
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				3
Recruited	3	0	0	3
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	3	0	0	6	3	0	12
M.Phil.	0	0	0	2	1	0	4	4	0	11
PG	0	0	0	1	0	0	1	0	0	2

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	2	1	0	3
PG	0	0	0	0	0	0	2	4	0	6

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		2	2	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1218	0	0	0	1218
	Female	1406	0	0	0	1406
	Others	0	0	0	0	0
PG	Male	18	0	0	0	18
	Female	20	0	0	0	20
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	163	168	197	196
	Female	228	243	251	246
	Others	0	0	0	0
ST	Male	16	23	25	23
	Female	27	34	34	35
	Others	0	0	0	0
OBC	Male	225	207	272	274
	Female	257	250	253	247
	Others	0	0	0	0
General	Male	525	626	743	717
	Female	738	745	895	923
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2179	2296	2670	2661

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	This institution is affiliated with Himachal Pradesh University Shimla and strictly adheres to the curriculum framed by the University. At present RUSA (Choice Based Credit System) is being implemented. Multi disciplinary /Inter disciplinary Education is one of the remarkable features of NEP-2020, to curb the low standards of undergraduate education. It will ensure unity and integrity of all knowledge and at the same time develop all capacities of human being- intellectual, aesthetic, social, physical, emotional and moral in an integrated manner. This institution is fully prepared to adopt and implement multi-disciplinary / Inter-disciplinary Education. The installation has well qualified faculty in Arts, Science, Commerce, BBA, BCA streams and in post graduate departments. The college has also adequate infrastructural facilities, labs, library, co-curricular, cultural and sports facilities to provide Multi-disciplinary /Inter-disciplinary Education.
2. Academic bank of credits (ABC):	Under this component, students will enjoy 'Entry and Exit' options. It will allow them to get enrolled in UG and PG programmes with an option to exit the course and enter with in a stipulated period. This flexibility in academic programmes will enable students to seek employment at any level of courses and join back as and when feasible to upgrade qualification. This will also curtail dropout rate and improve Gross Enrollment Ratio (GER) in higher education. This institution, welcome and support the concept and shall implement the same as and when directed by the Himachal Pradesh University Shimla.
3. Skill development:	Presently skill enhancement courses (SEC) are being taught in specific elective courses. All the students of different streams have to study these courses as per RUSA system. However the concept of skill development initiated in New Education Policy 2020 makes further modification and improvement. Along with multi-disciplinary curriculum that includes Humanities, Sports & Fitness, Languages, Culture, Arts & Craft, Science & Maths, it recognizes soft-skills like communication, co-operation, teamwork etc as 'life-skills'. Focus on skill development will develop academic expertise with vital leadership skills that can help them in their career path.
4. Appropriate integration of Indian Knowledge	New Education Policy 2020 is deeply inspired by

system (teaching in Indian Language, culture, using online course):	Sanskrit language, Vedic scriptures, Literature, Science, Mathematics, Mahabharata, Arthshastra, Aryabhatta, usage local dialects in transmuted knowledge and culture and regional languages. NEP 2020 at the same time focus on transformation of present day silos of specificities into multi-disciplinary centre of learning promoting Arts, Commerce, Law, Language, Literature, Culture, Theatre, Music, Science, Mathematics, Logic, Sports, Medicine, Environment, Yoga, Psychology, Philosophy & Sociology etc. This institution strongly believes in the tradition and rich culture heritage of the country. An amalgamation of the traditional/ ancient knowledge and present day knowledge is a very unique and welcome idea. This institution will certainly follow/adopt the same as and when the new curriculum based on NEP 2020 is framed by Himachal Pradesh University Shimla.
5. Focus on Outcome based education (OBE):	The NEP 2020 envisages all that is required to improve strengthen and implement in the best interest of all stakeholders. The idea of single regulator will bring more transparency, reduce entry / exit barriers, evaluate the teaching quality of teachers, global standards, vocational curriculum, Vedic knowledge, scientific knowledge, skill development, employability, practical wisdom and knowledge, co-curricular sports, cultural activities, knowledge of Indian art, literature and culture, cluster system, research-oriented education etc. This institution endorses and support the key and transformative changes enshrined in NEP 2020 and at the same time will implement and introduce outcome based education as per the direction of the state government and HPU Shimla
6. Distance education/online education:	According NEP 2020, institute has to emphasize the creation of virtual labs wherein students can practice their theoretical knowledge and make course content available. Every teacher has to prepare their online material and to address the student problems in future. COVID-19 pandemic has played an important role to the relevance of online education: With the imposition of lockdown due to spread of coronavirus all over the India since March, 2020, attending online classes has become the 'new normal' and have taken centre stage in students' life now. This 'new normal' is a transformed concept of education with online learning at the core of this transformation.

Online education allows students to attend classes from any location of their choice while it allows colleges to reach out to an extensive network of students, instead of being restricted by geographical boundaries. We as a teacher in higher education are all mentally prepared to serve the students with online and distance mode. Students can clarify their doubts through live chats, WhatsApp groups/Telegram groups by staying at the comfort and safety of their home. One positive outcome has grown in even rural institutions that online learning has made both teachers and students become more technology savvy. Various mobile phone and computer applications and ICT based programs have emerged as an alternative platform to regular classroom teaching during lockdown. Both the teacher and the student community were quick enough to acclimatize with computers and smartphones. Since, our college serves the students of geographically hard areas as well. It also suffers due to the existence of a huge rural, social and economic divide. Access to online education still remains to be a challenge for many due to various issues like power supply, internet connectivity and affordability of necessary devices in some of the rural areas in the vicinity. A robust and comprehensive strategy is the need of the hour at an institutional level to address these concerns. Online education has emerged as a suitable alternative amidst this chaos caused by the pandemic. It has become more of a necessity rather than an option. Hence the quality enhancement of online teaching-learning is at a very crucial stage. Since we have IGNOU Learners Student Centre (LSC: 1136) for distance education and learning. We have various academic counselors of different subjects. These academic counselors serve those students who cannot continue their higher education due to their family circumstances. With the growing technology, IGNOU may also provide us more vivid UG/PG courses or Diploma/Certificate courses to run in future.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
550	515	515	480	480
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
26	24	23	22	22

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2179	2296	2670	2661	2596
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
916	925	1032	1021	984

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
439	686	729	623	719

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
40	39	39	34	35

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
40	39	39	34	35

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 21

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
5.31	7.87	10.99	64.76	88.75

4.3

Number of Computers

Response: 40

NAAC

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

- **Rajiv Gandhi Memorial Govt. College Joginder Nagar is an affiliated college of Himachal Pradesh University, Shimla. Therefore the, college strictly adheres to curriculum designed by H. P. University. The college runs both UG and PG courses successfully with the aim of holistic development of its students.**
- **To ensure effective delivery of curriculum, ICT tools are frequently used by the faculty in addition to the conventional chalk and duster teaching method. Furthermore, class tests, presentations, seminars, practical, group discussions, field work and tutorials are also conducted regularly.**
- **At the beginning of every session, induction program is organized for students to make students aware about the curriculum, evaluation process and the values that the institution offers. Various committees are also framed at the beginning of every session in which faculty members are assigned different tasks and assignments in compliance with the academic calendar.**
- **Our Principal conducts regular meetings with faculty members to ensure smooth conduct of classes and effective delivery of curriculum. Time table and workload is prepared in advance of every academic session. Effective and constructive time table not only ensures proper routine but orderly work too. In addition to this, completion of time table also depends on it.**
- **Remedial/ Special classes are conducted from time to time for slow learners where queries and other issues related to study are suitably addressed and resolved by faculty members. In addition to this, Mentor- Mentee groups have been created where faculty members provide effective guidance and support to rural students. Prime objective of creating these groups is to boost growth and development of our students.**
- **Educational Tours and adventure tours are also organized in the college to provide students an experience outside the classroom study and academics.**
- **A well-furnished library provides a peaceful learning space to students and teachers. it also gives access to inflibnet along with a large number of books and**

magazines. It also provides membership to old students.

- **Feedback is obtained in every session from students, faculty members and some times it is also taken from alumni and parents, which eventually helps in improving overall performance of the institution.**

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The institution follows the academic calendar prepared and sent by the university in the begining of every academic session. The calendar clearly specifies admission schedule, teaching- learning schedule, commencement and completion of session, examination schedule, co-curricular and extra-curricular activities, sports calendar and vacation schedule. Furthermore, it also provides a list of commemorative days that are to be celebrated in the college during the session. The college also prepares its own calendar of activities in accordance with the academic calendar provided by H.P. University. .All the academic calendars are available on college website. The college strictly follows the academic calendar.

- **The prospectus of the college provides information regarding academic schedule and programs and courses offered in the college. Continuous Internal Evaluation (CIE) is done effectively to assess the performance of students. CIE consists of 30 marks which are distributed as follows:**

Mid- term test	Assignment	Attendance
15 Marks	10 Marks	5 Marks

The institution conducts Mid-term tests and End-term exams analogously with academic calendar. Teachers prepare their teaching schedule and assessment criteria well in time and communicate it to students at the beginning of every session.

- **In order to make teaching- learning a student centric process, quiz, group discussion, debate, seminars, workshops and lectures are organized on regular basis.**

- College also celebrates commemorative days of national and international importance as specified in the Academic calendar.

Links of Academic Calenders of Last Five Years:

1. <http://www.gcjogindernagar.in/academiccalender2020-21.pdf>
2. <http://www.gcjogindernagar.in/academiccalender2019-20.pdf>
3. <http://www.gcjogindernagar.in/academiccalender2018-19.pdf>
4. <http://www.gcjogindernagar.in/academiccalender2017-18.pdf>
5. <http://www.gcjogindernagar.in/academiccalender2016-17.pdf>

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 88.46

1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.

Response: 23

File Description	Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

- **Since our institute aims at holistic development of students, socially relevant and crosscutting issues like gender, environment, professional ethics, human values and sustainability are being encapsulated in the curriculum effectively. Along with Environmental Science which is a mandatory course, Departments of Botany, Sociology and Geography also offer courses in environment and sustainability. Students are often taken for field visits to give them first-hand knowledge of environmental issues. Eco club is also committed towards creating eco-friendly environment in the campus as well as surrounding areas. NSS, NCC and Rover Ranger units carry out cleanliness as well as plantation drives very often in and around the campus.**
- **Gender related issues are not just taught but students are sensitized through seminars, workshops and talks.**
- **In addition to this, Skill enhancement and ability enhancement courses are also offered in the curriculum to make students aware about the issues related to gender and ethics.**
- **Women Cell and Sexual Harassment Grievance Redressal Cell of the college works efficiently towards removing gender disparities. To ensure social inclusion, admission is open for all the genders.**
- **Campus provides a special room for girl students known as "girls common room" for relaxation during free hours. For menstrual health and hygiene sanitary vending machines and incinerator machines have been installed in the female washrooms.**
- **Department of Sociology conducts movie screenings, talks and field work on socially relevant issues like environmental sustainability and gender discrimination.**
- **Various clubs like NSS, NCC, Ranger and Rover, Red Ribbon and Red Cross inculcate human values and qualities like leadership, team spirit and perseverance. Various commemorative days like communal harmony week, unity day, national harmony day, constitutional day etc. are also celebrated in the college. Some of the courses in the curriculum like soft skills, social**

stratification, Upnishad evam Gita , Bhartiya Sanskriti etc. also impart human values.

- The College is teaching peace education as one of generic elective subject for BA 3rd year students to orient the students about need and importance of peace.
- **To enhance professional skills, courses like income tax, financial management, personal management and corporate governance are offered in the college.**
- **Code of conduct of the college has been displayed on the college website and in the admission prospectus as well.**

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0.8

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
8	7	6	0	0

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 1.01**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 22

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 61.81

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
943	935	1074	1080	1084

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1780	1780	1701	1540	1542

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
916	925	1032	1021	984

File Description

Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

The college follows the norms of admission of HP University and the State Higher Education Department which have no intrinsic mechanism to assess students' knowledge and skills at the time of commencement of any program. However, it takes every possible measure to understand the needs and requirements of the students in the beginning of each academic session. The Admission Reservation Roster adopted by the HPU Shimla constituent colleges is followed strictly for weaker and backward sections of society. This includes relaxation in admission criterion, tuition fee waiver for girl students and scholarships. They have the option to opt for the courses of their choice (CBCS) at the time of filling up the admission form. The identification of advanced and slow learners is usually derived from the merit of the previous examinations. Various methods of evaluations like fundamental knowledge, verbal responses, assignments, concept understanding, class tests, performances in the class room interactions, Mid-term and Term-end examinations, co-curricular and extra-curricular activities are used to assess the needs of the students.

They are subsequently supported in the following ways:

Advanced Learners:

The advanced learners are given extra assignments and are encouraged to take part in various inter-college and intra-college competitions like debate, declamation and quiz etc. to improve their aptitude and learning skills. Advanced learners are encouraged to read reference books, newspapers, magazines (science reporter, kurukshetra, yojna) and competitive magazines to enrich their knowledge and increase their competence. Teachers help such students to prepare themselves for the competitive examinations. They are also helped with advance and current topics for the seminars and projects. Access to e-learning resources keeps advanced learners updated with the latest developments and trends in their respective subjects. Nomination to the college CSCA ensures their participation in the administrative activities and shares their preferences.

Slow Learners:

The students who are unable to keep with the pace of learning are counseled by the

teachers by assigning them suitable study materials, remedial measures and moral support. They are exposed to peer group learning where both the slow learners are supported by their peers to help in studies. Special attention is given to such learners to overcome academic difficulties by giving extra time and opportunities. Bilingual method of instruction is used keeping in view the poor communication skills of the students coming from the rural background.

Tutorial classes are organized to facilitate the interactive sessions and address the problems of the students. No specific course is mentioned in the curriculum to bridge the knowledge gap.

File Description	Document
Upload any additional information	View Document
Upload any additional information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 54.48

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

The Choice Based Credit System offers a variety of choices for the students. The students have the freedom to choose subject combinations of their choice subject to the availability of faculty and infrastructure. Learning at the college has always been student centric. Wi-Fi enabled campus provides teachers and students access to online learning resources. The use of interactive learning is promoted through class level group discussions, ICT, power point presentations and demonstrations, quiz and seminars. In this college, we strive to provide best possible learning resources to the students. Students are given access to LCD/overhead projectors and INFLIBNET connectivity to make learning process more interactive and familiar. The college has a rich library at the disposal of teachers and students. Latest subject related reference books are added every year to the library. Students can also borrow books from the

library. Projects and assignments foster the habit of collaborative and independent learning.

Students participate in various co-curricular and academic activities like debates, elocutions, collage-making, poster-making, photography and youth festival participations [Group I: Creativity Group (Debates, Elocutions, Collage-making, Poster-making, Spot Painting, Photography, Rangoli-making, Clay-modeling and Quiz Competition); Group II: Music Group (Folk Song, Classical Song, Instrumental music & Orchestra); Group III: Dance Group (Folk Group Dance & Classical Dance); Group IV: Theatre Group (Mime, Skit, Play & One Act Play).

Various activities are also performed and conducted on different occasions throughout the each session by National Service Scheme, National Cadet Corps, Rovers & Rangers, Clubs, Societies and CSCA. Educational tours and course related field trips are allowed. The college magazine “Himankur” is published annually which provides a platform to the students to develop their creativity. At the end of each semester students are assessed internally as well as by the University on the basis of attendance, assignments, seminars, quiz, mid-term tests, practical exams and end semester examination.

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Nowadays, it is essential for the teachers as well as students to learn and master the latest technologies in order to be corporate ready. As a consequence, teachers are combining modern technology with traditional methods so as to deliver instructions in order to engage students for long term learning's. College uses Information and Communication Technology (ICT) in education to optimize, to support and to enhance, the delivery of education.

The following tools are used by the Institute as ICT Tools:

- Projectors: Available in different classrooms/Computer lab.**
- Desktop and Laptop: Arranged at Computer Lab and most of the departments.**

- **Printers:** Installed along with desktops in most of the departments and prominent places.
- **Photocopier machine:** Multifunction printers are available at Library and Administrative office. There are three photostat machines available in campus.
- **Scanner-** Multifunction printers are available at all prominent places.
- **Seminar Room-** Three seminar halls are equipped with all digital facilities.
- **Smart Board-** One smart board is installed in the campus.
- **Auditorium:** Multipurpose Hall is almost constructed and may be handed over within next session.
- **Online Classes:** through WhatsApp, Zoom, Google Meet, Microsoft Team, Google Classroom and Webex. MOOC Platform: NPTEL, Coursera, SAP, Udemey, Edx etc.
- **Library resources (Reference Books, Magazines, Infilbnet etc)**

Use of ICT by Faculty

- **PowerPoint presentations-** Faculties are encouraged to use power-point presentations in their teaching by using LCD's and projectors. They are also equipped by digital library, online search engines and websites to prepare effective presentations.
- **Online quiz-** Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS. **Online competitions-** Various technical events and management events such as Poster making, Ad-mad show, Project presentations, Business quiz, Debates, paper presentations etc. are being organized with the help of various Information Communication Tools.
- **Industry Connect-** Seminar room are digitally equipped where guest lectures, expert talks and various competitions are regularly organized for students.
- **Workshops-** Teachers use various ICT tools for conducting workshops on latest methods such as SPSS, Programming languages, simulations etc.
- **Video Conferencing-** Students are counseled with the help of Zoom/Google meet applications.
- **Video lecture-** Recording of video lectures is made available to students for long

term learning and future referencing.

File Description	Document
Upload any additional information	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**Response:** 56:1**2.3.3.1 Number of mentors**

Response: 39

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years****Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)**Response:** 37.59**2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	14	14

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 3.4

2.4.3.1 Total experience of full-time teachers

Response: 136

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The college ensures complete transparency in continuous and comprehensive internal assessment of the students. Being government institution, we adhere to follow the criterion adopted is as per the university norms. The parameters and mechanism is very clearly elaborated to the students. The mechanism of internal assessment marks distribution is always mentioned in the prospectus of each session, and attached on the website.

Internal assessment maximum contributes to 30% of the Total Marks and it is prepared by the teachers on the basis of:

Ø Student's Attendance in the class (contribute 05 marks maximum)

Ø *Score in midterm or half-yearly examinations (contribute 15 marks maximum)*

Ø *Assignments/seminars/projects and overall performance (contribute 10 marks maximum)*

In addition to above, the behavioral aspects, independent learning and communication skills are also taken into consideration while assessing them. Evaluated answer scripts of midterm or half-yearly examinations are shown to the students in the class for their satisfaction and self-evaluation. The assessment, thus prepared, is displayed on notice board in the concerned department or through Class WhatsApp groups, so that students may enquire about discrepancies if found.

The complete process of internal evaluation is clearly explained to the parents during PTA meetings. In these meetings, parents meet the teachers as per their wish and confirm about the performance of their wards.

The information about the process of Internal Assessment is also available on the college website.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

All grievances related to the evaluation, including the internal assessment marks, are rectified at college and university level. At college level, internal assessment marks and course related discrepancies are verified by heads of departments, Examination Committee and eventually by the Principal.

The students are allowed access to the evaluated answer sheets. The students can submit their applications mentioning discrepancies to college office after the declaration of the result. These are further checked or rechecked by the concerned teacher.

These grievances are forwarded to university further necessary action and corrections through proper channel. The university also allows the re-evaluation in which the

answer-scripts are evaluated and rechecked by a different examiner to rule out any possibility of further discrepancies.

College administration is committed to ensure a quick resolution of students' problems/complaints/grievances.

If a student is not able to appear for examination due to medical or any other genuine reason, he/she is permitted to re-appear in the house examination as per the decisions of house-examination committee with the prior permission of Principal.

If any student scores less marks and he/she further wants to improve the score of subject/paper, he/she can appear for the improvement examination.

The grievances related to internal assessment are addressed by showing them their marks scored as per the university criterion. The students who are not satisfied with the score of internal assessment have the option to approach the concerned teacher or HOD. The performance of a student is also displayed on the notice board and is also sent to their parents by-post or by e-mail.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

The programme outcomes and course outcomes for all programmes offered by our institution are stated and displayed on college website and are communicated to teachers and students.

1. Being government institution, the learning outcomes of the programs and courses are determined by the affiliating University (Himachal Pradesh University Shimla) which also develops the course structure, assessment and evaluation methodology.
2. Hard Copy of the syllabi and learning outcomes are available in different departments for ready reference to the teachers and so to the students.
3. Soft copy of the curriculum and learning outcomes of programs and courses has also been uploaded on the website of this institution. The students are educated

and provided with the detailed syllabus and course outcomes in the beginning of each course.

4. The importance of the learning outcomes is conveyed to the teachers in every IQAC Meeting and staff Meetings and also reviewed periodically. The students are also sensitized about these learning outcomes through interactive sessions and tutorials

The institution is running Under Graduate Courses (BA/BCom/BSc) Self-financing courses (BBA/BCA) and Post Graduate (MA English & M.A Economics) courses for the students. BA with Education was introduced in 2018-19; BSc in Computer Science was introduced in 2019-20 and from next session (2021-22) BA in JMC will also be introduced. There are 24 UG Courses with 19 subjects are running in the college viz. English, Hindi, Sanskrit, Political Science, Economics, Geography, History, Music (Vocal and Instrumental) Physical Education, Public Administration, Sociology, Education, JMC, Chemistry, Physics, Botany, Zoology, Mathematics, Computer Science, Commerce, and two self financing courses BBA and BCA. There are 2 PG Courses MA in English & MA in Economics) running at present.

Learning outcomes of the students are also evaluated on the basis of their performance in class-tests, minor tests, end semester examination, preparation of assignments, presentations in seminars or workshops etc. The students who perform exceptionally well in various academic and non-academic activities are rewarded on the occasion of Annual Prize Distribution Function of the college and the name of the student securing position in the merit of the university is put on the Honour Board of the college.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Past link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

The college has a system for measuring the levels of attainment of course outcomes, programme specific outcomes and programme outcomes. Course outcomes are precise

statements that define what the students are expected to learn and do at the completion of a course.

1. Attainment of the Course Outcomes

The course outcomes are measured through syllabus, completion of syllabus, continuous internal evaluation (CIE), and setting up of question paper, evaluation, and eventually compiled the results.

At the Departmental level the Heads of the Department or the teachers who are engaged in any class, strive to complete the courses in time and sometimes extra classes are conducted for the students who they identify as relatively average. 75 percent of attendance is compulsory to qualify for writing the examination of the courses and to ensure students participation in the class. The attendance contributes to 05 marks in the total of internal assessment (30 marks).

The continuous evaluation is done through mid-term exams or Half-yearly exams, assignments in the form quiz, project, presentation and home work given to the students. The end semester examination or annual examinations of every course is based on external examination system as prescribed by HPU Shimla. Answer-scripts are evaluated externally at different evaluation centers by the subject experts.

2. Attainment of the Programme Specific Outcomes

The programme specific outcomes are measured by taking the aggregate result of the subjects as chosen by the students and then the average performance of all the students is assessed on the basis of final results.

3. Attainment of the Programme Outcomes

The feedback is obtained by the end of every session by feedback committee in order to maintain quality teaching.

The learning outcomes are monitored and evaluated at the institutional level through formal and informal evaluation of students. These evaluation parameters include class discussions, recapitulations, midterm tests, end semester examination, assignments, projects & participation of students in cultural, NSS, NCC, Rovers & Rangers and extra co curricular activities like debate, declamation and quizzes etc. The performance of the students is recognized by giving prizes, medals and certificates. The results of learning outcomes are used to improve the potency of academic programs and activities.

The college also provides opportunities to the students to exhibit their talent through various co-curricular activities such as youth festivals, cultural activities, sports

events, debate, declamation, poetic recitation, poster making, spot painting, cartooning, collage and clay modeling etc. Students are also encouraged to participate in literary and creative activities like writing articles, poems, stories, essays and memoirs etc. Annual magazine 'Himankur' provides an ideal platform to the budding student writers. Besides, they show their creative talent and day to day knowledge of national and international events by participating in events like quiz competition, debate, essay competition and group discussion which are organized on the 'Hindi Diwas', 'Education Day', 'World Health Day', 'World No-Tobacco Day', 'International Women's Day' and 'Environment Day' etc.

File Description	Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 69.42

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
371	547	269	314	687

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
439	686	729	623	719

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.3

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 500000

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
500000	0	0	0	0

File Description

Document

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 0

3.1.2.1 Number of teachers recognized as research guides

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 1.89

3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	0	0

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
23	22	21	20	20

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem**3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

Response:

Rajiv Gandhi memorial govt college Jogindernagar is primarily an undergraduate institution which does not consist a research centre presently. At present we do not have an ecosystem for innovations including incubation centre and other initiatives for setting up a centre required for creation and transfer of knowledge. As per Himachal Pradesh govt and himachal pradesh university we do not have any provision for setting up a research centre at our own however faculty members are always encouraged to pursue research at their own and also encouraged to participate in seminars and conferences conducted by other institutes and universities. Presently we have access to INFLIBNET resources to help students and faculty members to promote research culture in the institute.

Recently we are establishing a mini research lab for which funds have been provided by the state govt under uthkrishth mahavidalaya scheme for starting reserach and other initiatives for creation and transfer of Knowledge

File Description	Document
Upload any additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description

Document

List of workshops/seminars during last 5 years

[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 1

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 1

File Description

Document

List of PhD scholars and their details like name of the guide , title of thesis, year of award etc

[View Document](#)

Any additional information

[View Document](#)

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.16

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	3	1	1

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.24

3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	2	1	1

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

We here at Rajiv gandhi memorial govt college joginder nagar always encouraged our students to participate and celebrate different activities and observe several days with the help of NCC, NSS, BS&G and red ribbon club. These extension activities are carried out in the neighbouring communities to expose our students to social and economic problems of different sections of the society. Every year we are conducting different activities which creates leadership qualities among students for thier holistic development.

NCC

2016-17

- 1. Republic day parade at New Delhi**
- 2. NCC Day celebration**
- 3. Independence day celebrations**
- 4. Republic day celebrations**

2017-18

- 1. First aid training with 2HPBN NCC MANDI.**
- 2. Aids awareness rally**
- 3. Swach bharat abhiyan.**
- 4. Relief work at Kotropi Landslide**
- 5. Senior citizen elp for voting during elections.**

2018-2019

- 1. Campaign against water and electricity conservation.**
- 2. Campaign against child labour**
- 3. First aid training and self defence.**

2019-2020

- 1. NSS Day was observed.**
- 2. Under Swatch Bharat Campaign cleanliness drive was conducted.**
- 3. AIDS Day was observed.**

2020-2021

- 1. Courses and Career opportunities for wards of defense personal**
- 2. International Yoga day quiz 2021.**

- 3. World AIDS Day was observed in order to spread awareness about the disease and its prevention.**

NSS

2016-2017

- 1. Observance of Environment Week.**
- 2. Drug Abuse and Illicit trafficking Day.**
- 3. Tree plantation drive**

2017-2018

- 1. Observance of No Tobacco Day.**
- 2. International Day Against Drug Abuse and Illicit trafficking Day.**
- 3. Cleanliness drives**

2018-2019

- 1. Plantation drive**
- 2. cleanliness drive**
- 3. Aids awareness drive**
- 4. International day against Drug Abuse and Illicit trafficking Day**

2019-2020

- 1. Blood donation camp**
- 2. Plantation drive**
- 3. Poshan abhiyan jan andolan**
- 4. Fit india campaign**

5. Drug Awareness

2020-2021

- 1. Tree Plantation drive**
- 2. NSS and constitution day celebration**
- 3. Aids day celebration**

Bharat Scout and Guides (Rovers and Rangers)

2016-2017

- 1. Flag day, unit day , teachers day celebrations**
- 2. awareness rally against drug addiction**
- 3. traffic control in local celebrations of state level**

2017-2018

- 1. Independence day, teachers day celebrations**
- 2. Rescue and relief operations on landslides**
- 3. participation in state level moot camp**

2018-2019

- 1. International yoga day and international aids day celebrations**
- 2. Parvesh camp is organised.**

2019-2020

- 1 Nipun camp at STC rewalsar**
- 2 moot camp at STC rewalsar**
- 3. Trekking expedition**

2020-2021**1. Different online activities due to covid****2 poster making and slogan writing on environment day****3 covid duties with police administration.**

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**Response: 1****3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**Response: 27****3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-**

wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
7	8	4	4	4

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years**Response:** 17.08**3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
560	449	282	384	393

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year****Response:** 0**3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 0

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

This college is affiliated to Himachal Pradesh University Shimla and is governed by the Government of Himachal Pradesh. The college is spread over area of 24442.05 Sq. yards .This college offers bachelor degree in Arts, Commerce and Science (Medical and Non-Medical). Self financed courses as BBA and BCA are also offered by the college. With that Masters in Economics and English are also run by the college. In addition to the classrooms, there are computer labs and seminar halls including smart classrooms.

There are following physical facilities in the college:-

- **Science Block, Arts Block, Administrative Block**
- **Under construction Multipurpose Hall and canteen.**
- **Principal and staff residences.**
- **Play ground spread over 600 Sq. Mtr.**
- **Well equipped Physics, Chemistry, Botany, Zoology, Geography, and Computer labs.**
- **Computerized Administrative Office**
- **Library with internet connectivity.**
- **High Speed internet lease line with 20mbps speed.**
- **IQAC Cell.**
- **Career and Guidance Cell.**
- **Boxing Ring.**
- **Vermi Compost Pit.**
- **Rain Harvesting Tank.**

Table No. 4.1.1: Physical Infrastructure

Sr.No	Departments	Facilities
1.	Principal Office	Computer, Internet, Printer, Wi-Fi, Landline Phone, CCT room.
2.	Administrative Office	Computers, LAN , Photostat Machine, Printers
3.	COMPUTER LAB	Computers-49 (HP Desktop 4GB Ram), 1 Server(8 GB Ram), Projector, Interactiv Board, Printer, Podium, Wi-Fi facility
4.	Main Library	Computer-5, Internet, Printer, Xerox Machine, Books-1000, Journals-02,INFLIBNET to access 100 Journals,Newspapers- 10, Seating capacity for Teachers-10, Students-100, Library Automation software –SOUL 2.0 Programme.
5.	Zoology Lab	CPU-1, Printer-1, Digital USB Camera , LAN, El compound microscope, stethoscope, Research Binoculars n Microscopes, Dissection Microscope, Lab specimens Dissection box, Charts, Water bath, Hemoglobin, w Plasti stains, Preparation Room.
6.	Botany Lab	CPU-1, Printer-1,OHP-1, LAN, Compound Microscopes, Chromatography apparatus, Laboratory Clinost Auxanometer Models and Charts, Auto clave, Digital I Projection microscop Preparation Room.
7.	Physics Lab	CPU-1, Printer-1, LAN, GM Counter, Thermistor
8.	Chemistry Lab	CPU-1, Printer-1, Refrigerator , meter, Digital Photo C Muffle furnace, Analytical watch, 65 inch commercial d 65K with Accessories, Hot Air oven.
9.	Geography Lab	CPU-1, Printer-1, Ranging Rods, Drawing Board, binacular with leather case.
10.	Music Room	Harmonium, Scale Changers, Tablas, Tanpura, Swarmand ,Electric Ragini , sound box.

File Description	Document
Upload any additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

Institution has spacious play ground for outdoor sports activities. There are adequate facilities for indoor games also. Fully equipped gymnasium with adjustable bench press, dumbbells, chromium plates, barbell rods and plates is also available in the college. To maintain and improve the health and fitness of students and faculty, institution has provided additional space for recreational room. Spacious, ventilated and well equipped recreational room is made available with the instrument like tread mill (running machine) , dumbbells etc.

Table No. 4.1.2: Facility for games

Type of Games	Facility Available for
Indoor Games	Table Tennis
Outdoor Games	<ul style="list-style-type: none"> • Cricket • Athletics • Badminton • Volley ball • Football • Handball • Boxing • Short Put Javelins Discus

Gymnasium:**Facilities Available:**

- **Bench Press**
- **Dumbbells**

- Chromium Plates
- Barbell Rods
- Plates
- Tread mill (running machine)

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 19.05

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 04

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 60.6

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
3.7	.5	5.31	57.60	79.62

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The institution has a library with two reading halls having seating capacity for 110 students and 10 teachers. The library remains open from 09.00 AM to 5.00 PM on all the working days. There is a Library Committee which looks into the various aspects related to management of library. The members are selected from the faculty. The composition of the Library Committee changes from time to time. The Library Committee advises on the matters related to purchase of books, magazines and newspapers etc. The library is enabled with LAN Connection and Computer facility. There are about 11964 books, 1000 reference books, 02 journals and 10 newspapers available in the library. The library has also subscription of 22 magazines which are helpful for competitions.

Highlights of facilities in Library:

The books are arranged in the library as per Integrated Library Automation System (ILMS) SOUL 2.0.

Reference section: Separate reference section for Books and Journals in the library.

Book Bank: Under Book bank scheme, text books of each subject with English Dictionary are provided to newly admitted students.

Journals: The national and International Journals are arranged separately.

E-Library: There is a separate E-Library section for e-recourses.

News paper section: There is a separate News paper section.

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.36

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0.99	1.79	1.42	.93	1.68

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 0.9

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 20

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

There are spacious and well-ventilated 5 classrooms/Labs with comfortable seating arrangement for smooth conduct of various theory classes. Beside the conventional teaching aids, classrooms are also equipped with audio-visual technology viz. Digital smart board, LCD projectors, which helps in stepping up the teaching-learning experience to next higher level. In addition to that, all the classrooms are connected with LAN facility.

Room number or Name of classrooms/Seminar Hall with LCD / wi fi/LAN facilities	Type of ICT facility
102	Projector, Podium, Touch Screen LCD, LAN, Visulizer
103	LAN
104	LAN
201	49 Computers, 1 Server, Intrective Board, LAN, wifi, Podium, Projector, Visulizer.
202	LAN
203	LAN
204	LAN
301	LAN
302	LAN
303	LAN
304	LAN
Botany Seminar Hall	Projector, Interctive Board, LAN
Botany Th-I	LAN

Botany Th-II	LAN
Chemistry theatre 1	LAN
Chemistry theatre 2	LCD, LAN
Physics Theatre 1	LAN
Physics Theatre 2	LAN
BCA IT LAB	25 Computers, Projector, LAN
IT Lab	Projector, LAN

File Description	Document
Upload any additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)	
Response: 54.48	
File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution	
Response: E. < 5 MBPS	
File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)				
Response: 43.58				
4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)				
2020-21	2019-20	2018-19	2017-18	2016-17
1.20	6.6	10.9	4.3	4.97

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Rajiv Gandhi Memorial Govt. College Joginder Nagar has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computes, classrooms etc.

1. Maintenance of the Laboratories: The laboratory equipments, specimens, and other necessary chemicals are purchased by the office of the Principal and Purchase Committee as per the requirements of the concerned departments. Lab attendents (one for each lab) bears the responsibility of maintenance of the laboratories.

2. Maintenance of Library: The library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials as per the recommendations received from the departments of the colleges. The stock verification of library books is done annually every year. For the maintenance of reading room, library infra-structure and other facilities, a library attendant has been appointed.

3. Maintenance of the Sports Facilities: Sports in-charge, Student Association and sports purchase committee advise and takes the responsibilities of the maintenances of the sport facilities. The necessary goods and sports articles are purchased by the office of the Principal as per the recommendations of the sports secretary and the advisor of the Student Association of the college.

4. Classroom Facilities: The maintenance of classrooms is a regular exercise. The cleanliness of classrooms is ensured by a group of Class -IV workers and sweepers.

Additionally:

? There is a lab instructor in every department, who maintains the stock register by

physically verifying the items round the year.

? Department wise annual stock verification is done by concerned Head of the Department.

? Regular maintenance of Computer Laboratory equipment's is done by Laboratory Assistant along with Laboratory attendant and they are headed by the faculty in charge.

? Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is ensured by concern employees.

? Outsourcing is done for maintenance and repairing of IT infrastructure such as computers,

? Updating of software's is done by lab assistants.

? Outsourcing is done for the maintenance of wooden, furniture, electrification, and plumbing.

? Regular maintenance of the water-cooler and water purifier is done .

In addition to that, every year various committees are formed to work on various aspects for smooth functioning of the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 4.5

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
89	79	70	81	242

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances

including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years**

Response: 0

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 52.39

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 230

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 4

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	1	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	10	10	0	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 30

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	11	13	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

As per the HPU notification CSCA was constituted on 14th September, 2019 for the session 2019-20. The oath taking ceremony was held on 09th October 2019. 04 Office-bearers and 22 other students were made the member of the CSCA of the college because of their contribution and achievements in NCC, NSS, Cultural events, Clubs and societies. During this session, CSCA made an active contribution towards the development of the college. They worked as a bridge between teachers and students. The student council organized the much awaited function of the college, CSCA Cultural Function "Akarshan" which was celebrated on 27th and 28th December 2019. Time to time meetings with CSCA were organized and their valuable suggestions were welcomed and implemented for the welfare of students. CSCA contributed in smooth organization of various co-curricular, cultural and sports activities, cleanliness drive and awareness rallies, plantation and care for survival drive, and also contributed in the compilation of various competitions during the CSCA functions and celebration of Important Days. They also assisted teachers during tutorial classes. They suggested that Bus-Pass counter might be opened in the College for the next season also. They also suggested that Bus problems from Gumma to Joginder Nagar route in the morning time must be taken-up with the HRTC Regional Manager. They also suggested that Hostel-accommodation must be initiated for boys and girls coming from far-flung areas as soon as possible. Electronic Voting

Machines (which were lying in three class rooms since long time after Parliamentary Election 2019) must be removed so that the classes may not suffer in the next session 2020-21. CSCA also suggested that there should be a dress code for MA students and regular checking of student I-cards to curb the activities of outsiders. They also suggested that the list of the Prize winners, who excelled in the field of academics, sports, cultural activities, NCC/NSS/RR, eco-club, blood donors, Red Ribbon Club, CSCA members, student editors of College magazine Himankur” and to the various societies must be displayed a week before the Annual Function so that the discrepancies (if any) may be corrected well in time.

File Description	Document
Upload any additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 9.4

5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	14	15	11	7

File Description	Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

A meeting was convened and conducted by IQAC team with Alumni/Old

Students Association on 22nd July 2018 and Chaired by the Principal Dr. Harish Kumar

Awasthi after the constitution of New Old Student Association.

- Sh. Shashi Dharwal (President of OSA) was also present in meeting.
- The elected body of OSA assured active support for the developmental, academic, sports and cultural activities of the institution during the session 2018-19.
- Newly Constituted executive body will motivate and encourage large number of old students to register and join OSA of the College.
- An amount of Rupees 100/- will be received as membership fee.
- A proper record of OSA Member will be maintained and meetings of executive body will be convened at regular intervals.
- OSA also assured to provide financial assistance to economically poor and brilliant students in future.
- OSA will help in organizing academic, sports and cultural events of the College during the session.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Quality education embodies enhancing the intelligence, widening the horizons of mind and implementing pedagogical methods of teaching-learning. The educational process is formulated by the Department of Higher Education for all the Government Colleges and in consonance with this, we aim at providing holistic development to our students. The principal along with teachers is committed towards attainment of vision and mission of the college. Various academic committees are constituted each year, at the beginning of every session and meetings are held at regular intervals to review policies and functioning of the college. The curricular and co-curricular programs are enlisted in the Academic calendar and are executed by the committees specifically constituted for the purpose. Action plans are devised keeping in line with the directions of the government, affiliating university and the suggestions of the stakeholders, *i.e.* PTA, CSCA, teachers and Students. During the session 2020-21, 2179 students were enrolled in different streams *i.e.*, B.A., B.Sc. and B.Com. along with MA English and MA Economics. Various units and clubs like NCC, NSS, Bharat Scouts and Guides play an important role in the character building besides helping the students to distinguish between good and bad. The self-financing courses like BBA and BCA were started with a focus on the job specific skills. The IGNOU Study Centre provides an opportunity to the people of surrounding area to pursue academic courses through open learning. The subjects of Education and Computer Science were introduced to provide more options for the students. The classes are taken as per the time table and activities are organized as per the Academic Calendar. Students who are identified as weak in studies are given counseling from time to time and remedial classes are also conducted for them. Career counseling cell is active and various activities and seminars are conducted through it to sensitize the students regarding various career opportunities before them. Serious efforts are made to build a cooperative and healthy relationship with the students and their parents. Parent-Teacher meetings are organized frequently with a view to solicit their feedback and suggestions. It keeps them updated with various aspects of the working of the college. The parents are duly informed by post about their wards' progress. Participation of staff members at various programs helps to promote the culture of research and excellence with accountability. By treading on the path of determination and perseverance, the college has blossomed over the years and has reached a place where it can boast of providing Quality Education.

File Description	Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

Decentralization generally means the process of transferring decision making power, responsibility and tasks from higher to lower organization levels. Running an organization is not a one-man task which essentially requires co-operation of co-workers through a democratic set up. This process takes the burden off a single person and makes every person of the institute accountable and responsible for the organizational tasks. All the policies of the department of education, outlined by the Government of Himachal Pradesh, are executed by the head of the institution with the cooperation of entire staff.

Two most important administrative and academic processes undertaken by an educational institution are admissions and examinations. These are conducted by this institution in a decentralized and participative mode. Faculty members and ministerial staff are engaged at different stages to improve the efficacy of these processes. The admissions to different courses of study at UG and PG levels of study are done on the basis of merit and prescribed norms of the HP University. The admission committees are constituted at the beginning of an academic session. These are duly notified in the college prospectus and on the website of the college for the convenience of the students. The students deposit their application forms with the convener of the admission committees within a stipulated time period as specified by the affiliating university/ State Higher Education Department. The applications forms, thus collected are scrutinized by the admission committees to verify the basic eligibility criteria for admission. Merit lists are then prepared accordingly. Admission Reservation roster of the state government/ HP University is followed and due weightage is given to applicants from different sections of the society. The merit lists for different courses are displayed on the college Notice Board/Website to ensure transparency in the admission process. The applicants who secure a place in the merit list are asked to appear before their respective admission committee for the verification of original documents. After the recommendation of the admission committee, the application is further scrutinized by a committee of senior faculty members before approval by the principal. The admission clerk finally maintains the record of students.

The process of internal examination test is also conducted in a decentralized manner. The dated for these tests are fixed in a meeting of the staff. The question papers are

submitted by the concerned subject/paper teachers with in a stipulated time period. The examination committee ensures timely printing of question papers and other examination material. Teachers are put on invigilation duties during the actual conduct of these examinations and the ministerial staff is assigned miscellaneous duties. The evaluated answer scripts are duly shown to the students and their doubts, if any, with regards to the evaluation are promptly addressed. This examination is conducted at the institution level by the faculty and other staff is assigned various duties as per the university norms. Similar decentralized and participative mode of governance is adopted with regards to other affairs of the college.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

This college came into existence in 1994 and since then, for educational needs, it has been the ultimate choice of students of 40 km catchment area. Though many new colleges have come up in the region but still this college remains one of the leading and important institutions of the area as it offers a wide range of subjects available before the students. Along with PG courses in English and Economics, new subjects of Education and Computer Science have been introduced and the subject of Journalism and Mass Communication is expected to be started this academic session onwards. The college plans the modernization and strengthening of the classrooms and laboratories, upgradation of the library and learning resources, procurement of furniture, promotion of co-curricular, extracurricular activities and so on. The college has a well equipped smart class room with ICT facility. The college has upgraded its IT lab comprising of more than 100 desktops and 05 LCD projectors for promoting computer literacy among the students. Tally software has been installed in the IT lab for practical training of commerce students. The college has a well established language lab where the students learn nuances of pronunciation. WLAN points have been provided in all classrooms for fast internet support. The whole of campus is Wi-Fi Enabled. Our library has modern facilities like INFLIBNET and SOUL 2.0 Software. In addition to it, we plan facilitation of computer facilities, digitization, addition of more books and e learning resources to the library. The construction of a state of the art auditorium cum Multi Purpose Hall and college canteen is underway and is expected to be completed within a year. Complying with the environmental concerns, proposal for a rain water harvesting plant was mooted and it has finally been set up. As our college is a rural college, the students have an innate potential to excel in sports and most of them wish to join Army, Police and Para-Military forces. For this purpose it has been planned to establish this college as a sports hub, for which

we already have a gymnasium and a big playground. The establishment of a multipurpose sports complex and basketball synthetic court is in our perspective plan for future. We have the necessary facilities for popular indigenous games like Kabbadi, Kho-Kho, hockey, football, handball, athletics etc. The plan for upcoming year includes promotion of research culture and innovation and strengthening of the infrastructure.

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.

Response:

Teamwork is one of the bare minimum requirements for any organization to function and to achieve all its aims and objectives. Teamwork makes the things easier for every person in an institution. This institution is divided into many teams/committees which work to accomplish the tasks. The Directorate of Higher Education is the policy making body or controlling authority. The Principal of the college serves as the official link between the Director, Higher Education and the Institution. The IQAC of the college comprising of faculty members, educationists, professionals and philanthropists help to shape the academic policy keeping in view the National policies in Higher education, existing priorities and local needs. Principal is the overall head of the financial as well as administrative matters of the college. As per the guidelines issued by The Director of Higher Education, different committees are constituted to execute the policies of the government. Principal acts as the Chairperson and patron of various committees and bodies. He makes all the purchases in consultation with college purchase committee in accordance with the rules and regulations laid down by the Government. Various committees hold meetings and forward recommendations to the principal, though the planning and decision making in case of financial matters rests with the Principal. Principal coordinates with the four main sections i.e., office administration, academics, Extra-curricular activities and the auxiliary bodies. The auxiliary bodies work for alumni, anti-ragging, library, purchase and grievance. The Extra- curricular activities, sports, magazines, NCC, NSS, Red Ribbon club, Rovers and Rangers are looked after by convener through student representatives and class representatives. College career guidance and placement cell look after by the concerned in-charges. The office is administered through office superintendent for accounts and establishment sections. Similarly, there are many other committees like sports committee, discipline committee, anti ragging committee, anti drug committee etc.

As the college is governed by HP Government the recruitment, promotion and service rules are decided by the government only. The recruitment of

teachers is done by HP Govt. through HP Public Services Commission in open national level competition. The colleges are not authorized to recruit teachers on regular basis but some stop gap arrangements are made at institutional level through PTA and Self Financing Scheme.

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Teaching and non teaching staffs are the valuable assets of an educational institution as they lead the students and ultimately the institution to success. Different platforms are available before them to discuss their problems and demands. The college administration is completely endorses the professional development of its teaching and non-teaching staff. For professional development of the staff, following schemes are available:

- Career advancement benefits to those who obtain MPhil or PhD degrees as per the Government norms.
- Faculty members are eligible for study leave of two years.
- Medical leave is given to the employees as per the Govt. norms.
- There is provision of maternity / paternity leave as per the Govt. norms.
- Duty leave is given to the employees for attending seminars, conferences,

Orientation programs, Refresher courses and faculty Induction Programmes etc.

- All the employees are covered under GIS (General Insurance Scheme) and the premiums are deducted from the salary.
- TA/DA is given for the employees whenever they visit for official work.
- Various allowances like HRA, compensatory allowance and DA are given as per the Centre Govt. / State Govt. notifications.
- There is full medical reimbursement of medical expenses or medical Treatment.
- All the employees are covered under General provident Fund (GPF) or Contributory Provident Fund (CPF) or National Pension Scheme (NPS).
- All Govt. employees enjoy the benefit of retirement gratuity, death gratuity, commutation of pension and family pension of the deceased.
- Encashment of maximum 300 Earned Leave is allowed at the time of retirement.
- Faculty members are encouraged for participation in national and international Conferences, seminar and workshops and to publish research papers, book chapters in journals of international or national repute.
- Faculties are also encouraged to take up membership or life membership of various National, State or local level research bodies or societies.
- Faculties are also inspired for Professional Development Programmes organized by the agencies such as HIPA Shimla/IIPA New Delhi, GCTE Dharamshala, HRDC and UGC Academic Staff Colleges etc.

In addition to this, the staff members can discuss their problems, demands and new proposals in the staff meeting which is convened by staff secretary in consultation with the principal. The outcome of the meeting are recorded as the minutes of meeting and are then put forward for execution. The ministerial and non-teaching staff also discuss their problems, demands and suggestion amongst themselves. These are then forwarded to the Head of the institution who discusses it further with the advisory committee and gives needful recommendations.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**Response:** 2.71**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	2	2	0

File Description	Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**Response:** 1.2**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	6	0	0	0

File Description	Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 14.88

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	8	7	7	1

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
Details of teachers attending professional development programmes during the last five years	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

Teaching Staff

The faculty appraisal helps the teachers in their professional development and career planning. It provides them an opportunity to understand their potential and to carry out their duties effectively. The achievement of teachers gets recognition and they identify the way of improving their knowledge, skills, and subject expertise. The whole process is very conducive towards the improvement of teaching learning in the institution.

The process of appraisal is scheduled in the month of September for an academic year which completes in the month of June. The performance of each faculty member is assessed according to the Annual Self Assessment for the Performance Based Appraisal System (PBAS). The self appraisal format along with Annual Confidential Report (ACR) is made available for every faculty member. It covers all the aspects of their duty including work load, class results, extra assignments, co curricular and extra curricular activities. There is also a separate component of research which comprises paper published in journals, books authored or edited, presentations in seminars and conferences, professional growth programs. The PBAS proforma ensures appropriate weightage for these contributions for overall assessment. This format along with the supporting documents is reviewed by the principal and finally submitted to the Directorate of Higher Education for confirmation and promotions. Promotions are based on the PBAS proforma for UGC carrier advancement scheme

(CAS) which is based on the API score.

Non teaching staff

The non teaching staff is also assessed through annual confidential reports (ACR) and annual performance appraisal. The process of appraisal is scheduled in the month of March of every year. The parameters for assessment include character and habits, discipline, reliability, capacity to do hard work, relations with superiors and colleagues, drafting, organization of documents (in case of ministerial staff) and technical abilities (in case of laboratory staff). The assessment is graded on a four point scale: excellent, very good, good and poor. The assessment is based on the cumulative grade by the reporting officer/ principal.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

This Institution conducts internal and external financial audits regularly. The departmental audit teams from AG office Shimla visit the office of institution, conduct the audit and prepare the reports. The Department of Higher Education of HP allocates the budget for running the college. The salaries and payments of staff are made through Government Treasury after passing of the bills by the Treasury Officer. The payments are directly credited into the accounts of the concerned staff member/ party. The Tuition Fees collected is deposited into the Government Accounts through challan. Receipts and payments on books of accounts thus prepared are audited by auditors of the Office of the Accountant General Himachal Pradesh. Nowadays, most of financial transactions of Government are online.

For the proper management of RUSA funds, the Principal has appointed a senior Associate Professor as RUSA coordinator. This grant has been used for the urgent needs of the students under the Heads like Infrastructure, Renovation, Equipments, and New Construction etc. Funds under RUSA have been audited by the local Charter Accountant and approved by RUSA coordinator, Directorate of Higher Education, Shimla. Self Financing courses of BBA & BCA generate funds which have been managed by two Senior faculty members appointed as coordinators.

The grants received under National Service Scheme are utilized as per directions of

Directorate of sports, Himachal Pradesh University, Shimla. The funds for NSS are received in two heads i.e. Regular Activity and Seven Days Special Camp. At the end of the financial year, the audit of these grants is done by the Local Auditor and the report is submitted to the concerned department.

The PTA fund is collected from the students every year. This fund is utilized for the welfare of the students as per PTA Constitution and audited by the Local Auditor at the end of the financial year.

Other accounts of college funds have also been maintained properly as per guidance of Government of Himachal Pradesh. The internal mechanism of proper accounting for receipts and payments of the student funds is ensured through the college bursar. The college settles the audit objections raised by the auditors before or at the time of next audit by producing the supportive documents or by making recoveries as pointed out.

File Description	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Being a government institution, this college is fully funded by state government in all respects. These include allotments from the State Govt. infrastructure development grants under RUSA and developmental grants from the UGC. In addition to this, developmental funds are collected from the students, PTA fees is collected from the parents, and funds also come from the students enrolled in the courses run under self finance scheme. The grants received from the RUSA come with a clearly mentioned purpose. Allotments received from the Government are also under special heads and spent for specified purpose. The Institution has at its disposal the funds collected from the students as Amalgamated Funds and funds from the students of Self finance courses. As such the college does not have any Resource Mobilization Policy of its own. Whenever a shortage of teachers and ministerial staff is felt, additional resources for their engagement on need basis and for carrying out minor development activities are generated through the Parent-Teacher Association Fund. The Students' Amalgamated Fund is another resource for expenditure related to student-welfare projects. Money from this fund is used for various activities like sending teams for youth festivals, and organizing college functions in the course of the academic year. Permission for expenditure is granted by the Principal and the Bursar. A utilization certificate is submitted by the convener of the concerned committee after the money is spent.

For optimal utilization of resources, the institution makes a judicious use of consultants, consultancy and experts in the field of planning. These are the departments of Economics and Commerce which come up with an efficient strategic planning for mobilization, allocation and utilization of resources, and also play an instrumental role in order to develop infrastructure through fund raising from different foundations, individuals, UGC, and RUSA. It is ensured that every plan suits the vision and objectives of the Higher Education. The maintenance and operational costs are maintained through different finance heads. College Development Committee prepares an 'investment plan' which reflects detailed projections keeping in mind the projected growth and the risk involved. Towards the end of the academic session, the head of the departments and conveners of various committees and societies submit their requirements to the Principal who allows them to take sanction on the sanction book of the college. It is reviewed and approved by the Principal. Quotations are invited for the purchase of items and orders are placed as per quality specifications and cost effectiveness. Purchase committee monitors the calling of quotations for various purchases. The Old Students Association of college plays an active role in the college. Membership fees and donations collected from members of association provide another resource for the development of college. College funds are monitored and regulated by the Bursar. Office Superintendent handles the accounts

and documentation alongwith his/her subordinates i.e. Senior Assistant, Junior Assistant and Clerk.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

Internal Quality Assurance cell has been instrumental in institutionalizing the quality assurance strategies and processes. The IQAC has come up with measures that are necessary to strengthen the quality of education being imparted in the institution. IQAC helps to create a cordial atmosphere in the college by working on the basic needs and requirements of the students and institution. The construction of a canteen and Multi Purpose Hall is in full swing. Teachers regularly organize academic activities like workshops & seminars for the students and faculty. IQAC emphasizes maximum utilization of infrastructural facilities and the available ICT resources. IQAC maintains the records regarding research work, publications and individual achievements of the staff members. It has taken initiative to evolve best practices in the college. The participation of the students in quality enhancement is ensured by including student representatives in academic, administrative bodies and cultural activities. This cell disseminates information on the various quality parameters of higher education to the faculty and the students and promotes the use of technology for enhanced teaching-learning.

The shortage of staff members was communicated to the higher authorities and consequently most of the posts are filled up currently. Some vacant posts in different departments were filled out of PTA fund. An amount of Rs 44,50,500 out of RUSA fund was allocated for the construction of College Canteen. Articles of music like Harmonium, Guitar, Sitar etc of Rs 10,86,201 were purchased out of RUSA Fund for the Department of Music. Articles like networking, LED, Smart Digital Projector and Visualizes etc were installed in the Computer Lab for which an amount of 24,35,668 was spent out of RUSA fund. An amount of Rs 18,21,083 out of RUSA, was spent in repair and maintenance work of college building. Automatic vending machines were also installed in girls' washroom and drinking water facility for students was

provided in Science Block. Proposal for the construction of new building including Multi Purpose Hall, expansion of College Canteen and residence for staff was sent to the government and the same is being executed. An amount of 5,79,062 was deposited online in the bank account of students who had applied for various scholarship. An amount of 2,20,758 was utilized for the purchase of new books and furniture in library. Vermi-compost pit was also constructed for organic waste management. During the last five years the Institution has displayed a considerable incremental improvement in academics. Results have been improved gradually during the last five year from 2016-17 to 2020-21. Some students of the at UG & PG level have come in the merit list of the university examination.

As regards the incremental improvement in administrative area during the last five years, the Institution is working in coordination with the staff and the students. The meeting of the IQAC was organized at regular intervals where the issues concerning the college were discussed and consequent implementation of remedial measures was ensured.

File Description	Document
Upload any additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The college reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms. This cell periodically verifies the learning outcomes through student feedback and departmental meetings. It projects the observations and recommendations regarding student intake, teaching-learning and evaluation, with the faculty and Principal in staff meetings. IQAC found that the teaching should be more interactive and visual based for the benefit of the students. A number of steps, therefore, have been initiated for making the teaching learning more interactive:

- 1. The seminars and workshops are conducted for the faculty.
- 2. Making seminars compulsory for the PG students.

- **3. Mid-Term Tests are conducted for evaluation of the students.**
- **4. Extra classes are taken for course completion on time, if needed.**
- **Remedial classes for slow learners have been arranged.**
- **As a part of auxiliary education, teachers are facilitated to guide the students regarding career avenues available in their domains.**
- **To boost up the confidence of students, teachers assign presentations to the students.**
- **The students are encouraged to improve their analytical abilities, critical thinking, problem solving and decision making for effective learning.**
- **Establishment of Research Cell in order to encourage research activities.**
- **Appointment of part time faculty to teaching posts lying vacant.**
- **Procuring necessary facilities like Seminar/Conference Halls, Smart Class Room, Laboratories, Multi Purpose Auditorium.**
- **Automation and digitalization of library.**
- **Provision of Wi-Fi facility in the campus, WLAN points in the classrooms and smart classes.**
- **Increased usage of ICT Tools in teaching learning process.**
- **Preparation of course plan at the beginning of every session.**
- **IQAC facilitates study tours, live training programs and interaction with industry for practical learning of the students.**
- **Good performances of the staff is also appreciated by the IQAC in its meetings.**
- **Holding of talks by experts in certain given fields in order to provide a wider horizon to the students.**
- **Through the initiatives of IQAC, all laboratories in the college has been updated and upgraded with new instruments, equipments, computers, printers, and Wi-Fi networking.**
- **IQAC collects feedback from students in a specially designed format questionnaires annually. Feedback is collected on curricular aspects, teaching learning methods, faculty programs and institutional programs. The feedback is analyzed to find out the areas where there is a scope for improvement. The Academic Council, consisting of the principal and senior faculty members,**

plans, monitors and reviews teaching learning and other activities of the institution. The suggestion/complaint box is placed in college. Suggestions of students and stakeholders are taken into consideration while framing policies of the institution. The staff meeting is held in the beginning of the session to discuss the plan for the session. Students are encouraged to play an active role in the learning process where constructive feedback is encouraged. Following are the two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC:

TEACHING LEARNING PROCESS

Maximum students were found to be satisfied with the preparedness of teacher for class. They were also satisfied with the way teacher cleared their concepts. Most of the students were of the opinion that the faculty provided them enough motivation. Some students pointed out the shortage of books related to the curriculum. Internal assessment was considered fair by maximum students, but some of the students marked internal assessment is unfair sometime.

Behavior of the Teachers was found to be cordial by all of the students but some students feel that teachers get angry some times.

SUGGESTIONS

Books should be issued for at least 3 days. Five books at a time should be issued. Stacks in the library have to be increased. Transparency has to be maintained in internal assessment. Maximum students were satisfied with the clarity of the content delivered. They are of the view that teachers are motivating students to attend the class. Teachers can test the grasping of content by verbal tests. Application based content should be increased.

SUGGESTIONS

Teachers should concentrate on improving the quality of teaching content with emphasis on empirical evidences. Innovative techniques of internal evaluation should be adopted.

Almost 100% Students are satisfied with Tests, Quiz and Project etc. taken after the completion of course. They are also satisfied with the overall evaluation and the evaluation duration. Additional Learning resources have also been provided to the students. Participation of students in classroom discussion is to be enhanced.

ACTION TAKEN

Meritorious students are felicitated during annual function, categories of awards has

been enhanced. The process is also monitored by head of the department on course completion. Teachers are motivated for orientation, refresher and short term courses. Extra classes are also taken by some of the departments. Transparency in marking of internal assessment is ensured. Teachers were asked to ensure participation of students in classroom teaching. College appoints part – time faculty against teaching posts lying vacant in the department. Due emphasis has been laid on automation and digitalization of library.

ICT ENABLED LEARNING

ICT has become a powerful alternative to shift from conventional methods to the student centered paradigm which offers an interactive learning.

Students are encouraged and guided to engage in experiential learning, using the method of making power point presentations under the supervision of faculty members in order to equip them with the concept of digital learning and learn professional skills.

Enhancing learning experiences and providing new set of skills through ICT enabled classrooms.

Using ICTs prepares the students for a workplace where ICTs and related technologies are becoming more and more pervasive.

Technological literacy will equip the students with a competitive edge in an increasingly globalized job market.

Students become much more independent in learning as they learn to access the resources of global network.

The college has a digital library with Internet and Wi-Fi Facility along with e-books, e-journals, INFLIBNET for enhancing the learning process.

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

This institution believes in the maxim of equality and thus promotes activities and practices which help in attaining gender equity. Although the institution lies in rural area, still the enrollment ratio of female students is more than male students.

To increase the gross enrollment ratio of female students, the tuition fee for Himachali Bonafide Female students has been waived off as per the norms of the Himachal Pradesh University.

Enrollment/participation of female students is better than male students in many activities and clubs like NATIONAL SERVICE SCHEME, ANNUAL ATHLETIC MEET, COLLEGE STUDENTS CENTRAL ASSOCIATION Composition and function, EK BHARAT SHRESTH BHARAT CLUB. The enrollment and participation of female students is also increasing in NATIONAL CADET CORPS and ROVER RANGERS.

Safety and Security: CCTV cameras are installed in college campus in the administrative block, at entrance, parking, canteen and all other important locations of the campus to supervise activities going on inside the campus. All activities are displayed on LED in principal office during office hours. It helps to keep a check on anti-social elements. Students and other employees in the college also remain cautious about the surveillance. This helps to maintain discipline and it also instills a sense of security among the girl students and their parents. A security guard is always present in the campus to ensure safety of students especially female students. Moreover, a discipline committee is working in the college and the members take regular rounds in the campus in order to maintain discipline and decorum.

The college provides a special room for female students “GIRLS’ COMMON ROOM” where they can relax and study during free hours or free time. To ensure menstrual health and hygiene, the Girls Common Room also has a Sanitary Pad Vending Machine. In addition to this, there is a Vending Machine and incinerator (sanitary pad disposal machine) in Female toilets.

Women Cell and Sexual Harassment Grievance Redressal Cell of the college work efficiently towards removing gender disparities. To ensure social inclusion, admission

is open for all the genders. Various talks on issues like Female Health and Hygiene, gender sensitization are also organized frequently in the college and also in the NSS camp.

College conducts movie screenings, talks and field work on socially relevant issues like women empowerment and gender discrimination.

In addition to this, programs like Women's Day, Awareness program on 'Beti Bachao, Beti Padhao,' campaign against female foeticide and infanticide are organized regularly in the college by NSS/NCC/RR. We also make students aware about various scholarships preferentially provided for the girls.

Self defence training is also provided to the female NCC Cadets in the camps. Female students are also motivated to practice "YOGA" regularly for their mental health, physical fitness and emotional well being.

GER	2020-21		2019-20		2018-19		2017-18	
	Male	Female	Male	Female	Male	Female	Male	Female
Annual Athletic Meet	COVID-19		153	166	127	152	129	120
CSCA Function	COVID-19		63	81	58	76	66	77
NSS	54	146	76	124	83	117	142	175
NCC	52	36	43	37	30	50	54	26
Rovers & Rangers	16	24	24	24	24	24	24	24
CSCA Composition	COVID-19		11	15	11	18	10	15
EBSB Club	COVID-19		08	12	NA		NA	
Enrollment	929	1250	1024	1272	1237	1433	1210	1451

File Description	Document
Link for annual gender sensitization action plan	View Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

The institute lies in the lap of nature, with abundance of flora and fauna in its surroundings. As this institution is dedicated to make the campus eco-friendly so it follows the principle of “3R’s: Reduce, Reuse and Recycle” in waste management.

Following are the measures used for eco-friendly awareness:-

Solid Waste Management: Dustbins are placed at various places for biodegradable and non-biodegradable waste in the institution to manage the solid waste material. The solid waste is collected from principal residence and staff quarters in the form of biodegradable and non-biodegradable waste. National Cadet Corps, National Service Scheme and Rover Rangers also perform Swachhta Pakhwada related activities to keep the campus clean and free from solid waste.

Liquid Waste Management: This is done by keeping the waste from different washrooms of all floors of the institution in the septic chambers. Thereafter, it is properly disposed off through sewerage in the septic tanks.

E-waste Management: Our institution has a very little amount of e-waste that has been kept in a store room and will be auctioned soon as per government rules.

Waste Recycling System: Our institution has a Vermi composting system, where green waste or organic waste material from kitchen, canteen and plants are all kept in Vermi compost Pit, where it gets decomposed by earthworms. The manure thus produced is used in flower pots of campus only.

Hazardous Chemicals and Radioactive Waste Management

The Hazardous chemical waste produced from the science laboratories of the college is disposed-off through the drain pipes. At the corners of the institution there are dustbins to collect the garbage. During different events in the college, only eco-friendly material like plates of plant leaves, paper plates are used. The biological waste i.e. sanitary pads are burnt in incinerators which have been installed in the washroom for the proper disposal.

All in all, our NCC Cadets and NSS volunteers also make people of surrounding areas aware about the importance of cleanliness.

Competitions are also organized by the various clubs and societies to spread the environment related awareness.

File Description	Document
Any other relevant information	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: D.1 of the above

File Description	Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: D.1 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Link for any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

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Our Logo signifies that, O Lord! Lead us from darkness of ignorance to the light of learning. Lead us from evil to the good. Lead us from the unreal to the real. Lead us from falsehood to the truth. Meaning thereby, O Lord! Keep us not in the world of unreality, but make us go towards the reality of eternal self. Therefore, Institution continuously makes efforts and promotes quality initiatives in providing an inclusive environment. We promote tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities by organizing various socio-cultural and co-curricular activities based on the local traditions, local deities, folk culture and customs.

In nation building and national integration, youth plays an important role; therefore we always focus on organizing and conducting several activities. To develop the sense of emotional and religious beliefs among the students and the faculty, commemorative days of national and international importance are celebrated in the campus.

To generate the feeling of oneness and social harmony, our institution helps the students to organize CSCA function, Tours, excursions, Communal Harmony Week, Kargil Vijay Diwas, Republic Day and Independence Day, Fit India Run, Swachhta Pakhwada on Gandhi Jayanti etc. Rover & Ranger also celebrates “Teacher’s Day” on National Teachers Day, Fresher and Farewell Party, awareness rallies, , Plantation Drive, National Youth day, National Sports Day, Hindi Diwas, International Women Day, National Education Day, National Constitution Day, National Science Day, and Rangoli Competition on various religious themes and festivals like Holi, Sair etc. “*Ek Bharat Shresth Bharat*” club organized a workshop on ‘The History, Religion, Geography and Culture of Kerala State. Our institution always motivate students to participate in various programs and events like- plantation drive on World Environment Day, practice yoga on International Yoga Day, World No Tobacco Day, World AIDS Day to create awareness on AIDS, Celebration of National Service Scheme (NSS) Day and National Cadet Corps (NCC) Day. Various sports and cultural events are also organized to promote social and communal harmony.

Our NCC Cadets performed duties with local administration during CORONA Pandemic as Corona Warriors, and motivated many people during Corona to wear masks. NSS volunteers prepared and distributed masks during CORONA Pandemic. Our college Magazine *Himankur* gives a platform to budding writers to showcase their talent and writing skills in different languages i.e., Hindi, English and Pahari.

All the administrative and academic activities information of the Institution is

reflected in the academic calendar of each session.

Hence, our Institution makes efforts in providing an inclusive environment *i.e.*, tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities and try to adopt new initiative every year.

Action Taken Reports Link: <http://www.gcjogindernagar.in/page/atr.html>

File Description	Document
Link for any other relevant information	View Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

India has myriad diversity in terms of geographical, regional, cultural, social, economical, linguistic, and ethnic based backgrounds. Being a democratic and republic union of different states, its citizens irrespective of caste, religion, race or sex, are governed by a set of rules defined in the Constitution of India. According to the constitution, every citizen of country has to follow the rule of law, meaning thereby nobody is above the law.

The students are therefore, motivated to take part in various activities and programs of national importance for national integration and unification.

There are many skill enhancement courses in education, sociology political science and public administration which sensitize the students and teachers to understand the constitutional obligations. These courses are like Ethics and Human Value, Constitution of India, Social Problems in India, Social Development in India and Organizational Behaviour which help the students to understand the concept of values, ethics, responsibilities, moral and fundamental duties etc. to create awareness among masses.

The constitutional obligations for ethics, values, rights, duties and responsibilities of citizens are all inculcated among the students by organizing various activities like: Celebration of Kargil Vijay Diwas, National Sports Day, Independence Day; National Teacher's Day, National Education Day, National Constitution Day, Human Rights Day and Republic Day. Every year the Republic day is celebrated on 26th January to

highlight the importance of Indian Constitution in a multi religious and multi ethnic social setup. The celebration of these days develops the feeling of patriotism, unity and oneness among the students and teachers. The birth anniversaries of freedom fighters are also celebrated.

Singing of National Anthem in the programs and activities of the college is compulsory which brings the feeling of patriotism and nationalism among the students and the staff. Respect for National Flag also creates patriotic feeling among all the students and staff.

The college students participate to create Voter Awareness Program like, SWEEP (Systematic Voters Education and Electoral Participation) with the help of local administration to ensure greater participation for stronger democracy. Our students of B.A .study two courses of Democracy and Governance, and Indian Government and Politics as a core paper which sensitizes the students about constitutional obligations.

Along with NCC Cadets and NSS volunteers, college students are also encouraged to take part in blood donation camps to save the life and humanity.

Students and employees of the institution also follow the code of conduct displayed on the website as well as Do's and don't's well mentioned in the prospectus.

Ethical Values, rights, duties, and responsibilities of citizens are some of the topics that are enlisted in Elocution, debates, and essay competitions. Thus, our institution takes all possible initiatives in organizing various events and programs for moulding the students and staff to become responsible citizens of the country by sensitizing them about the constitution of India.

Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens are reflected from following link

<http://www.gcjogindernagar.in/downloads/sop.pdf>

<http://www.gcjogindernagar.in/downloads/nccCOVID-19.pdf>

<http://www.gcjogindernagar.in/page/eco-club.html>

<http://www.gcjogindernagar.in/page/red-ribbon-club.html>

<http://www.gcjogindernagar.in/page/rcs.html>

<http://www.gcjogindernagar.in/page/nsd.html>

<http://www.gcjogindernagar.in/page/physicsoc.html>

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Our institution organizes and celebrates almost all the commemorative days, events and festivals of national and international importance in every session. In the very beginning of the session, college celebrates World Environment Day on 5th June by organizing programmes like poster making and environment awareness programme by NCC cadets, NSS volunteers and eco-club. Plantations drives are carried out during 'Van Mahotsav' week.

NCC and NSS Units and teaching staff of the college celebrate International Yoga Day on 21th June every year by performing various yoga asana to highlight the

importance of Yoga for our healthy lives. College also organizes Yoga camp during this week.

Our NCC Cadets celebrates *Vijay Kargil Divas* on 26th of July in the remembrance of martyrs and Independence Day on 15th August and Republic Day on 26th January every year to inculcate the feeling of patriotism among the students, where NCC cadets and NSS volunteers participate in Parades.

To keep the students physically fit and mentally strong, department of Physical Education in Collaboration with NCC Cadets/NSS Volunteers Celebrates national sports day on 29th August to commemorate the birth anniversary of National Hockey Wizard “Major Dhyan Chand.” On this day various games and sports competitions are organized in the college ground.

Hindi is a national language so ‘Hindi Diwas’ is celebrated to make students more affectionate towards it. Department of Hindi organizes and celebrates it by conducting declamation, essay writing and poetry competitions.

Rover and Rangers unit of the college also organizes and celebrate “National Teacher’s Day” on 5th of September in remembrance of Dr. Sarvepalli Radhakrishnan and to show gratitude towards teachers.

NSS Units of the college celebrates NSS day on 24th September of every year to orient the students about various social duties to be performed in the society.

Gandhi Jayanti is celebrated as Swachhta Diwas in the college by NCC cadets, NSS volunteers and Rover-Rangers in which students participate in “Cleanliness Drive” and inspire the locality to do the same.

National Education Day is celebrated by the Department of Education since its inception i.e. from 2018 onwards in the remembrance of 1st Education Minister of India Maulana Abul Kalam Azad, where the concerned teacher highlights the importance of education in our lives.

National Constitution Day is celebrated by Department of Pol. Sc. in which the concerned teacher’s makes student aware about the duties, right and law as mentioned in our constitution. NCC Day is celebrated on 4th Sunday of the November in which cadets are motivated toward their role in nation building and national integration

Our college celebrates World AIDS Awareness Day on 1st of December by Red Ribbon Club along with NSS & NCC, Human Rights Day on 10th December by NSS.

Science Society and science students celebrate National Science Day (28th February) National Energy Conservation Day (14th December) and Water Conservation Day

(22nd March).

International Women Day is also celebrated in the college to sensitize the students about gender discrimination and to highlight the importance of gender equality.

File Description	Document
Link for any other relevant information	View Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

BEST PRACTICE I

Title of the Practice: HOLISTIC DEVELOPMENT

Objectives of the Practice

- 1. To produce meritorious Students in Academics.**
- 2. To develop culturally accomplished and artistic beings through various creative, cultural and co-curricular activities.**
- 3. To develop good sportsperson so that they could learn how to work in a team.**
- 4. To provide the library facility (Photostate and Internet) to the old student of institution as well, for the preparation of Competitive Exam for higher education and for the job exams.**

The Context:

According to Maria Montessori, “Education cannot be effective unless it helps a child open up himself to life.” In view of this, the college aims at the holistic development of

the students to produce engaged, productive, and contributing citizens to build an equitable, inclusive and plural society as envisaged by the constitution of India. Along with the focus to get good grades in examination, the college helps the students to grow and be ready to face and succeed in the greatest test called life. Our college aims at providing student centric learning and academic environment to enhance creativity among students through various cultural and co-curricular activities (youth festivals events, CSCA functions etc.). In addition to this, we strive to create good sportspersons so that they may be driving forces and examples for other students of the institution. We also provide library facility to the old students of this institution so that they could prepare for various competitive exams for higher education and job.

1. The Practice

The curriculum enables each student to find his/her unique place in the world in concordance with the uniqueness they possess. Such development seeks to develop physical, intellectual, cognitive or mental, emotional and social abilities. As degree alone will not suffice to gain employment opportunity, there is a need to understand soft skills. Course in Soft Skills help students in better communication and management. Moreover, a person, who can speak and convey his message effectively, is more likely to become successful. Due emphasis is, therefore, laid by the faculty on the improvement of language proficiency of students.

- 1. Co-curricular activities are essential part of the curriculum. These activities aim at the development of overall personality of students. These activities can be classified as physical activities, literary activities, social activities, cultural activities, craft activities, civic development activities and patriotic activities which are organized by NCC, NSS, Rovers and Rangers, various societies and clubs from time to time. Two NCC Units, one Rovers and Rangers Unit and two NSS Units are active in the college which inculcate leadership, self-discipline, self-confidence, healthy recreation and social interaction. Special seven days camp is organized by the NSS during each academic year. Plantation drives, Cleanliness drives, social awareness programs, blood donation camps, cultural activities and literary activities provide a platform to develop the personality traits like effective communication, critical thinking, sense of values and ethics which ultimately lead to holistic development. In every academic session, the HP University Shimla organizes the Inter College Youth Festival in different activities: Group 1, Group 2 Group 3 and Group 4. The college supports the students in every possible way to help them perform better in these events. The students showcase their skills and talents in playing, acting, singing and music,**

speaking, debate, declamation, quiz and essay writing. Here, the students learn valuable things like how to express themselves freely, the spirit of healthy competition, how to organize and present an activity, how to coordinate and cooperate in different situations and above all it provides a motivation for learning. There are obvious benefits which lead to the all rounded development of head, hand and heart.

2. The college encourages the students to participate in sports and physical activities. Playing a sport helps to increase the blood flow in the body. Increased blood flow to the brain allows students to have an active and alert mind for intellectual pursuits. The students participate in the different intra college and inter college sports events organized by the HP University and win laurels for the college. Many students, both male and female, are able to qualify the physical fitness tests of HP Police and Indian Army, which reflect their level of Physical Competence.
3. The facility of library has been extended to the old students of the college who visit the library for the preparation of competitive exams. The college library has adequate stacks of reference books, journals, reading room, internet facility, and e-resources. The old students have been issued separate library cards. This practice not only ensures proper utilization of resources but also motivates the freshers to visit the library. The library also provides free internet facility and photostate at optimum rate to all the students.

Evidence of Success:

1. In academics, we have 6 merits from 2016-17 to 2020-21 which are as follows:

Merits in Science Stream for the Session 2020-21.

1. Mr. Abhishek Kumar	2. Mr. Karam Singh
B. Sc. (Chemistry, Physics, Maths)	B. Sc. (Chemistry, Botany, Zoology)
Second Rank in B.Sc. in Himachal Pradesh University Colleges	Sixth Rank in B.Sc. in Himachal Pradesh University Colleges
Preparing for Physics M.Sc. for JNU/IIT-JAM	Joined M.Sc. Chemistry, at HPU Shimla

Merits in BCA & Science Streams for the Session 2017-18.

1. Ms. Sanchi Sood	2. Ms. Shabana Butt
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BCA	B. Sc. (Chemistry, Botany, Zoology)
First Rank in BCA in Himachal Pradesh University Colleges	Fifth Rank in BSc in Himachal Pradesh University Colleges
Joined MCA in 2018-19	Joined M.Sc. Chemistry, at Chandigarh in 2018-19

Merits in Commerce Stream for the Session 2016-17.

1. Ms. Ankita Sharma	2. Ms. Anamika Devi
B. Com.	B. Com.
Eighth Rank in B.Com. in Himachal Pradesh University Colleges	Eighth Rank in B.Com. in Himachal Pradesh University Colleges
Joined M. Com. from ICDEOL HPU in 2016-17 and Also registered for Chartered Accountant	Joined M. Com. in 2016-17 from Chandigarh under Panjab University

- 1. NCC/NSS/RR volunteers performed many awareness activities from 2016-17 to 2019-20, whereas due to COVID-19 Pandemic all the Cultural, Co-curricular Activities were withdrawn in 2020 and 2021. However NCC/NSS/RR volunteers performed some awareness activities online and performed some COVID duties in the market along with Police Administration.**
- 2. Sports activities from 2016-17 to 2019-20 were organized as per inter-college sports calendar schedule, many students participated in inter-university and national sports events. Whereas, due to COVID-19 pandemic all the Sports Activities were withdrawn in 2020 and 2021. However some of the students got selected in Police and Army as soldiers.**
- 3. All the records of the library facility given to the old student of institution for the preparation of Competitive Exam for higher education and job exams are available in the library registers.**

Problems Encountered and Resources Required

- Being a Government Institution, there is always shortage of teachers, which eventually affects the teaching.**
- Due to COVID-19 pandemic many co-curricular and cultural activities could not be performed.**

- **Due to COVID-19 pandemic all sports activities for the 2020-21 session were discarded.**
- **We have limited space for availing facility to the old student of institution in the library.**

BEST PRACTICE II

Title of the Practice: GREEN PRACTICE

Objectives of the Practice

- **To educate and sensitize students about waste management.**
- **To check and control Pollution.**
- **To reduce energy related costs**
- **To preserve local characteristics**
- **To dispose of solid and liquid waste and chemicals in a responsible manner**
- **To instill environment friendly energy conservation**
- **To purchase recyclable and environment friendly products whenever practicable**

The Context

There has been a close relationship between nature and mankind since the inception of humanity and there has to be a harmony between the two. Environmental issues are such that they affect every living being. These issues are related to different aspects of life as these issues basically deal with the existence of life and sustainability of resources and the earth itself. Our religious scriptures also highlight the importance of nature and therefore it has always been worshipped. We have been using and thus exploiting nature to such an extent that environmental degradation is a major threat today. After industrial revolution the pace of resource exploitation and consumption has also increased to cater to the needs of increasing population. Consequently, there has been greater use of fertilizer and pesticides leading to pollution. Therefore, there is an urgent need to

conserve natural resources for the survival of future generations. Green Practices help the college to stand out as a role model in environment conservation for the students who are the future of our country. In this context the college has adopted the following practices:

- 1.Solar Panels & Solar Lights**
- 2.Rain water harvesting Tanks**
- 3.Vermi Compost Pitt**
- 4.Clean India Campaign by NCC/NSS/RR**
- 5.Plantation Drive by NCC/NSS/RR**
- 6.Eco Club Formation**

The Practice

Solar Panels & Solar Lights

We know that sun is the ultimate source of energy on the earth. India being a tropical country, sun light is available in abundance. Vertical solar radiation is available almost throughout the year and we need to harness and utilize this energy. Understanding the need to tap this resource, the college has set up solar panels and solar lights at key points in the campus. The solar lights illuminate the college at night and also help in educating students about how electric energy can be saved for the country.

Rain water harvesting Tanks

Life has been possible on earth due to water. Water that we use comes to us through water cycle. The water vapors get condensed in the atmosphere and precipitation takes place on the earth surface in the form of rain and snow. The rain water on the earth surface is used in different ways. Most of the water flows through the rivers back to the oceans. We are using this precious resource luxuriously. We are over utilizing surface as well as ground water. So, there is an urgent need to manage this resource and use it judiciously. Accordingly, the rain water harvesting tank, which uses surface runoff harvesting, has been set up to store the rain water and utilize it at a later point. This practice teaches our students how to reduce the consumption of water and how to restore the water table. This water is free from pollutants as well as salts, minerals and other natural and manmade contaminants, and is used for irrigational purpose.

Vermi-Compost Pit

It has been set to emphasize the use of bio-fertilizers and reduce dependence on urea and chemical fertilizers. Waste materials are collected, decomposed and broken down by worms, insects, bacteria, fungi and a dark fertile soil is formed which is called compost. It is mainly the bio degradable material kitchen waste, leaves and branches, human waste which can be used for this. These materials are put in a pit and mixed with soils, leaves etc. Worms, insects etc are introduced deliberately and water is sprinkled on the top to keep it moist. Thus, rich fertile manure is produced.

Tree Plantation Drive

Tree plantation drives are organized on different occasions by the NCC, NSS, Rovers & Rangers, and Eco club. The sole purpose of this drive is to enhance the tree cover in the campus and to sensitize the students towards importance of trees. With the assistance of forest officials, during the NSS Seven Days Special Camp, ornamental, medicinal and fruit saplings are planted around the campus by the Principal, volunteers and the staff. The volunteers also plant saplings in the nearby surroundings.

Clean India Campaign

“Swachh Bharat Abhiyan” is a cleanliness campaign run by the Government of India and initiated by the honorable Prime Minister Sh. Narendra Modi. This campaign was launched to achieve clean India target by 2019. The NCC, NSS, Rovers & Rangers, and Eco club also organize cleanliness drive on 02 October, NSS Camps, NSS Day, NCC Day and other occasions. The students actively participate in this program and voluntarily take responsibility of cleaning the area around and in the college campus. The main objective of this initiative is to spread the awareness to maintain cleanliness in our house, locality, area and public places. This cleanliness campaign remains successful as it gives a strong message to the students and society of maintaining cleanliness and how it is need of the hour at the moment.

Eco-Club

This club of the college creates awareness of environmental issues such as protection, conservation, preservation, and restoration with an emphasis on educating and empowering students. As a result, the students and parents have a deeper understanding of environmental issues and have the wisdom to make informed and responsible decisions. In addition to the various literary activities, awareness programs and lectures, the Eco club organizes action-based activities like tree plantation and cleanliness drives, grow kitchen gardens, maintain vermin compost pests and rain harvesting tank. The large-scale participation of students shows that they are interested in environmental advocacy and awareness.

The students are sensitized to minimize the use of plastic bags, not to throw them in the public places as they choke drains and sewers, cause water logging and provide breeding ground for mosquitoes. The college organizes tree plantation programs, awareness programs such as quiz, essay, painting competitions, slogan writing, rallies etc. regarding environmental issues and educates them about recycling and reuse of waste material. The students are also sensitized about traffic rules, use of unnecessary horns, and against the use of crackers and fireworks. Field visits to environmentally important sites are held. Indiscriminate burning of waste, which causes air pollution and respiratory diseases, is discouraged. Students are also motivated to imbibe habits and life style of minimum waste generation and distinguish between dry, wet and bio degradable waste. They learn to identify polluting agencies and forward it to the enforcement agencies. The volunteers learn to beautify the college campus and surroundings with plants and flowers and put campaign boards to spread awareness. The students are imbibed with the ethos of conservation of water and develop skills of observation, experimentation, survey and analysis needed for environmental conservation.

We as an Institute follow the principle of 3Rs: Reduce, Reuse and Recycle

Evidence of Success:

- 1. We have Solar Panels connected with Library.**
- 2. We have Solar Lights in the Campus.**
- 3. We have Rain water harvesting Tank.**
- 4. We have Vermi Compost Pitt.**
- 5. We perform “Clean India Campaign” by NCC/NSS/RR**
- 6. We are always motivated for Plantation Drive by NCC/NSS/RR**
- 7. We have also formed Eco Club to create awareness among masses for maintaining our environment eco-friendly rely upon those activities which are eco-friendly**

. Problems Encountered and Resources Required

Being a government institution, there is a lack of funds to carry out such activities. The offices of Rovers and Rangers, Career Guidance Cell, NCC Store room are being housed temporarily. Shortage of the faculty and staff adds further to these problems. Due to

shortage of faculties, we could not perform these green practices too frequently. There is a lack of almirahs, department cabins and basic infrastructure.

File Description	Document
Link for any other relevant information	View Document
Link for Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

“Actions are the Foundational Key to All Success.”.....Pablo Picasso

This college was established in 1994 as an institution of higher learning at Joginder Nagar, sub division of Mandi district in Himachal Pradesh. It is situated in Joginder Nagar Valley where it serves the students from rural background of Chhota-Banghal, Barot, Lad-Bhadol, Vasai-Dhaar, Druval, Chauntra, Bir-Biling and many more nearby villages.

Our institution offers Arts, commerce and Science streams in majority; BBA, BCA and post-graduation in English and economics are also being offered. It also runs IGNOU centre which caters to the need of those students who are working but also want to study.

True to its vision and mission of providing holistic development and inclusive growth of students; To develop individuals who are morally upright; intellectually well informed; socially concerned; physically well developed; emotionally balanced; mentally strong and responsible citizens, our efficient faculty give their best to achieve these above mentioned desired results.

The college campus is spread over 5 acres area of land, connected with road facility, surrounded by civil hospital, mini secretariat, and playground and in the vicinity of agricultural land. The college is free from noise and air pollution. There is a peaceful and serene academic oriented atmosphere in the college campus with co-educational system. The college is catering to the needs of rural and backward areas providing quality education. It has progressed by leaps and bounds witnessing several landmarks during its journey towards excellence in last 25 years. Since its inception, the college has endeavored to harmonize the streams of tradition and modernity in its

functioning. It aims at imparting education that will inculcate a sense of devotion and service among the students. We have good library facility which caters to the need of all our students as well as old students.

Institutional distinctiveness holds important place in the overall progress and development of any educational institution. Rajiv Gandhi Memorial Government College Joginder Nagar strives to function in unique, innovative and distinctive manner as compared to other institutions and tries to implement this distinctiveness in our work. Majority of the students come from rural areas and girls outnumber boys. Although they are from economically weak background, yet they are not poor in talent, knowledge and humility. Staff members identify their talent and encourage them to do better. Our objective is to bring more and more girl students in to the mainstream of higher education for their development and progress of the family. As per the mission of HEI, this institution gives exposure to girl students by providing an opportunity in the participation of every curricular, co-curricular, cultural, sports, extension and societal activities etc. Through NSS, Rover and Rangers scheme they get a stage and platform to develop their academic, professional, cultural, social consciousness, alertness and responsiveness.

The institution organizes women empowerment programs frequently for making them confident enough to struggle the battle of life. Prominent women personalities are invited for the training, guidance and interaction on several issues. Special health related seminars, workshops are organized and health checkup programs are organized to find out the health issues and provide them help and counseling from the government hospitals. As per the guidelines of HIE, we have taken an initiative to enroll students, especially girls in NSS and Rovers and Rangers and NCC. As a result, many of them have been selected in Himachal Pradesh Police Department, Education Department, Health Department, Forest Department, Railways and Banking sectors etc. Most of the students get training from the local sports academy and are being selected in Indian Army and Para Military forces. Soldiers are the real heroes of a nation. Department of Physical Education provide them opportunity to actively participate in Kho-Kho, Badminton, Volley ball, handball, Basketball, Boxing, Football, Weightlifting, Cross- Country and Athletics etc.

Cultural Committee provides them an opportunity to participate in various cultural competitions of university and state level. It continuously works for providing students a cultural platform where they can discover and showcase their talent and skills. Another uniqueness of the institution is that cadets, volunteers, Rovers and Rangers and staff members liberally donate blood in the camps organized with the assistance of Red- Cross Society and Civil Hospital Joginder Nagar, district Mandi. Red Ribbon club is committed to spread awareness on social issues like AIDS and

hygiene. Members of this club not only organize activities on these issues but also sensitize people in surrounding areas. Such activities inculcate values like sympathy and empathy in students. The general atmosphere of the college is also amiable. Students respect their teachers, tutors, mentors and non-teaching staff. Relationship between the Mentors and Mentee is very healthy and strong.

We also have created our institutional Page on Social Media to make students aware with day to day activities i.e., celebration of commemorative days, admission schedules, examination schedules, blood donation camps, tree plantation, COVID Vaccination etc.

FACE BOOK PAGE: Rajiv Gandhi Memorial Government College Joginder Nagar

WEBSITE LINK: <http://www.gcjogindernagar.in/>

File Description	Document
Link for any other relevant information	View Document
Link for appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Our College has been selected in 2021-22 as one of the Utkristht Mahavidyalya under “Utkristht Mahavidyalya Yojna” among 17 other Government Colleges of Himachal Pradesh by the Department of Higher Education, Government of Himachal Pradesh. Under this scheme, the institution is going to be digitalized by the installation of digital items like: Virtual class room cum studio, interactive panels, electronic display screens, Face-reading/Iris screen/Aadhar based biometric devices, desktops, laptops, printers, photocopiers, CCTV cameras and Language labs for English, Hindi and Sanskrit. The competitive exams and add on courses are going to be facilitated by the inclusion of digital hardware and software’s under this scheme.

Botanical-garden, Open Gymnasium, Colour scheme for college Gate, Building, Classrooms and furniture will also be upgraded under this scheme. For this purpose, institution has been granted Rupees One Crore out of which 75 lacs has been already sanctioned and 25 lacs will be sanctioned till 31st March 2022.

The abovesaid amount has been sanctioned for various components *i.e.*,

- **For academic upgradation;**
- **To develop Sports and Cultural Infrastructure;**
- **For Civil Work (Repair and Maintenance, Renovation up-gradation and beautification);**
- **For the development of Mini Research Centre;**
- **Placement and Career Guidance Cell**
- **For the complete digitalization of office work.**

Therefore, in these areas, our institution has started procuring and developing infrastructural facilities.

The institution has prepared and forwarded the proposals for the construction of New Library Building and Accomodation for Non-teaching members of Staff to the Department of Higher Education Shimla, Himcahal Pradesh. Suitable land for Girls and Boys Hostels is required and this matter has been taken up with local administration and communicated to the higher authorities but the matter is still pending. New Add-on, B.Voc and Diploma/Certificate courses are proposed to be started in coming years.

Concluding Remarks :

Rajiv Gandhi Memorial Government College Joginder Nagar, Mandi is a prestigious institute of higher education, serving in rural area from last twenty eight years with a vision and mission of holistic development of all its students. Keeping this in view, our very efficient faculty members strive hard and also inspire students to achieve this aim. Teachers are specially advised to identify and reach out to underprivileged and slow learners. Although, the curriculum is framed and developed by Himachal Pradesh University Shimla, yet college continuously inspires and helps students to recognize their potential and enhance it by providing them different platforms from time to time. A large number of students participate in different national, inter-university and state level programs for cultural, co-curricular, and sports activities.

College has various clubs and committees where students enrol themselves and participate enthusiastically. Along with more than 20 UG courses, college also offers 02 PG courses. College also runs an IGNOU Learners Student Centre (1136). Our institution believes in safeguarding the interests of everyone irrespective of gender, caste and religion, that is why admissions in the college is open to everyone. Our institution does not compromise with the safety and security of its stakeholders at any cost. So, close circuit television cameras, security guards, and discipline committee work together actively to ensure the safe and secure environment.

Institute recognizes the need of research in higher education. So, to promote research environment, a mini research centre is being constructed in the college. A multi-purpose hall is under construction and the work is likely to be completed very soon. However, there are certain areas where we are improving:

- Number of classrooms as college intake capacity is increasing due to the commencement of new courses.**
- In mentor-mentee ratio, as college authority is continuously doing correspondence with Department of Higher Education.**

Despite all odds *i.e.* lack of some facilities, our college is still making progress in every field with due co-operation of all.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.3.2	<p>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>22</td> <td>12</td> <td>48</td> <td>06</td> <td>15</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>8</td> <td>7</td> <td>6</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per shared report of courses that include experiential learning through project work by HEI.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	22	12	48	06	15	2020-21	2019-20	2018-19	2017-18	2016-17	8	7	6	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
22	12	48	06	15																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
8	7	6	0	0																	
1.3.3	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year</p> <p>1.3.3.1. Number of students undertaking project work/field work / internships</p> <p>Answer before DVV Verification : 82</p> <p>Answer after DVV Verification: 22</p> <p>Remark : DVV has made the changes as per shared list of students undertaking project work/field work / internships.</p>																				
2.4.3	<p>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>2.4.3.1. Total experience of full-time teachers</p> <p>Answer before DVV Verification : 306</p> <p>Answer after DVV Verification: 136</p> <p>Remark : DVV has not considered experience of teachers who leave the college, physical education teacher and temporary teachers.</p>																				
3.4.3	<p>Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years</p> <p>3.4.3.1. Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/</p>																				

YRC etc., year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
8	8	10	10	9

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
7	8	4	4	4

Remark : DVV has not considered "World Environment Day" "Kargil Vijay Diwas" NCC day "Independence Day Parade" Republic day World aids awareness day "International Yoga Day" "Celebration of International Year for Periodic Table"

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years
3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
579	449	562	640	608

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
560	449	282	384	393

Remark : DVV has not considered "World Environment Day" "Kargil Vijay Diwas" NCC day "Independence Day Parade" Republic day World aids awareness day "International Yoga Day" "Celebration of International Year for Periodic Table"

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 05

Answer after DVV Verification: 04

Remark : DVV has made the changes by not considering computer lab and LCD .

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

4.2.4.1. Number of teachers and students using library per day over last one year

Answer before DVV Verification : 170

Answer after DVV Verification: 20

Remark : DVV has made the changes as per shared log book entries of users using library.

4.3.3 **Bandwidth of internet connection in the Institution**

Answer before DVV Verification : C. 10 MBPS – 30 MBPS

Answer After DVV Verification: E. < 5 MBPS

Remark : DVV has select E. < 5 MBPS because shared invoice has not reflect Bandwidth of internet connection.

5.1.2 **Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years**

5.1.2.1. **Number of students benefitted by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
76	199	112	158	113

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : HEI has not shared valid supporting sanction letter as per SOP.

5.1.4 **Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

5.1.4.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
00	441	319	89	55

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

Remark : HEI has not shared supporting report as per SOP.

5.2.2 Average percentage of students progressing to higher education during the last five years

5.2.2.1. Number of outgoing student progression to higher education during last five years

Answer before DVV Verification : 264

Answer after DVV Verification: 230

Remark : DVV has excluded duplicate students.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	20	20	18	13

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	14	15	11	7

Remark : DVV has excluded duplicate events. DVV has not considered NSS Day Sadbhavna Divas Swach Bharat Swasth Baharat Women cell activity Voting Rights Workshop Independence Day Constitution Day Celebration Business Fair

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

6.4.2.1. Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
19.72556	19.94770	14.41500	14.51740	8.59650

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : Grant has not reflect in audited statement.

7.1.4 Water conservation facilities available in the Institution:

	<ol style="list-style-type: none"> 1. Rain water harvesting 2. Borewell /Open well recharge 3. Construction of tanks and bunds 4. Waste water recycling 5. Maintenance of water bodies and distribution system in the campus <p>Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has select C. 2 of the above as per shared Photos of SL No. 1 and 3 by HEI.</p>
7.1.5	<p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants <p>Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: B. 3 of the above Remark : DVV has select B. 3 of the above as per shared report by HEI.</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. 2 of the above Remark : DVV has select C. 2 of the above as per shared report of SL No. 1 and 2 by HEI.</p>

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>25</td> <td>24</td> <td>23</td> <td>22</td> <td>22</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	25	24	23	22	22	2020-21	2019-20	2018-19	2017-18	2016-17					
2020-21	2019-20	2018-19	2017-18	2016-17																	
25	24	23	22	22																	
2020-21	2019-20	2018-19	2017-18	2016-17																	

550	515	515	480	480
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1.2 **Number of programs offered year-wise for last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
25	24	23	22	22

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
26	24	23	22	22

2.1 **Number of full time teachers year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
40	39	39	33	34

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
40	39	39	34	35

2.2 **Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
36	35	35	34	33

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
40	39	39	34	35

3.1 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 28

Answer after DVV Verification : 21

3.2 **Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5.31	7.86	10.9	64.76	88.75

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5.31	7.87	10.99	64.76	88.75

3.3

Number of Computers

Answer before DVV Verification : 107

Answer after DVV Verification : 40

NAAC