

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ▮ *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ▮ *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ▮ *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ▮ *To undertake quality-related research studies, consultancy and training programmes, and*
- ▮ *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part - A

1. Details of the Institution

1.1 Name of the Institution	Government College, Kullu
1.2 Address Line 1	Dhalpur, Kullu
Address Line 2	Kullu
City/Town	Kullu
State	Himachal Pradesh
Pin Code	175101
Institution e-mail address	gckullu-hp@nic.in
Contact Nos.	01902 222568
Name of the Head of the Institution:	Dr N.L. Sharma
Tel. No. with STD Code:	01902-222568
Mobile:	94180 67267

Name of the IQAC Co-ordinator:

Mrs. Neeraj Kapoor

Mobile:

9418155015

IQAC e-mail address:

Gckullu-hp@nic.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

HPCOGN13550

1.4 NAAC Executive Committee No. & Date:

EC(SC)/20/A&A/41.2, 16-12-2016

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.gckullu.com

Web-link of the AQAR:

www.gckullu.com/IQAC

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	76	2003	2003-2008
2	2 nd Cycle	B++	2.76	2016	2016-2021
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

11/08/2011

1.8 AQAR for the year (for example 2010-11)

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR _2016-17, submitted on _____ (31/07/2017)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

B.Voc: Under government NSQF programme
BBA and BCA : Self Financing courses
Tourism : Self Financing subject

1.12 Name of the Affiliating University (for the Colleges)

Himachal Pradesh University,

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (Specify)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

1

2.4 No. of Management representatives

Nil

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

-

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff/ Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Evaluation of the various quality improving decisions taken previously. New quality initiatives proposed and executed. Feedback taken from students and redressed of grievances

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Smooth conduct of regular classes, time bound evaluation, conduct of midterm test and uploading of CCA awards	1. Regular classes, mid-term tests, evaluation, and uploading of CCA done as per plan
2. Organisation of workshop/seminar	2. A two day national seminar organised by the department of geography on December 28-29, 2017
3. Renovation and establishment of various science laboratories	3. Creation of new computer laboratories in BCA and Science Block and renovation of

<p>4. Creation of smart class rooms for arts faculty</p> <p>5. Preparation of college calendar for sports, cultural and extra-curricular activities</p> <p>6. Plan for campus developmental work</p>	<p>Physics, Chemistry, Botany, Zoology and B.Voc.</p> <p>4. Four smart class rooms developed in the Arts Block and three for self financing courses</p> <p>5. Activities organised as per plan and victorious students participated and won several prizes in various inter-college/ inter-university events, also organised HPU inter college Basketball Championship in November 2017.</p> <p>6. Development of parking area, levelling of college ground, strengthening of CCTV surveillance system, repair of electrical fittings, installation of Jio WiFi, generator 125KV, sanitary vending machines and incinerators, water purifiers, new notice boards, big sized dust bins, transformer, improvement of drainage system, paving of path to girls hostel.</p>
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* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No*

Management Syndicate Any other body

Provide the details of the action taken

Annual report of the college for session 2017-18 having detail regarding students status, their distinctions achieved in academics, co curricular activities and sports, special contribution of the faculty members, steps taken by the college to improve the quality of education in different aspects, infrastructural and learning resources, student support mechanism, governance and leadership and innovative practice has been sent to HP University, Shimla on the format given by the HPU.

Part - B

Criterion - I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	02	-	-	-
UG	21	01	3	01
PG Diploma	-	-	-	-
Advanced Diploma	-	1	-	1
Diploma	-	1	-	1
Certificate	-	1	-	1
Others	-	-	-	-
Total	23	04	3	04
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

- 1.2 (i) Flexibility of the Curriculum: **CBCS/Core/Elective option / Open options**
 (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG (25), PG (02), Diploma (1), Certificate (1)
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students
 (On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure II*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The syllabi are revised by various Boards of Studies, constituted by different departments of the HPU. Teachers of the colleges act as member of Boards of Studies/syllabus framing committees and hence participate in revision and up-gradation of the syllabi.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Under the skill development programme, the college has introduced B.Voc in two areas -Retail Management and Hospitality and Tourism. In compliance to the National Skill Qualification Framework (NSQF), this programme is unique with the provision of multiple entries and exit at different levels Viz. Certificate/Diploma/Advanced Diploma/Degree, thereby giving flexibility to earn and

Criterion - II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
49	35	14	-	-

2.2 No. of permanent faculty with Ph.D.

22

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2	7	-	7	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

03

0

14

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	-	40	-
Presented papers	06	10	
Resource Persons	-	1	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Total 10 smart classrooms for interactive teaching through power point presentation, animations, videos etc., well equipped laboratories for each practical subjects and vocational courses, one conference hall, well equipped library with free access to e-resources and audio visual room, continuous comprehensive assessment award documentation, organisation of seminars quiz, group discussion and presentations. Feedback from the students from time to time, suggested readings related to curriculum, demonstration through field visits and study tours, guest lecturers by the old students and other subject experts in different subjects.

2.7 Total No. of actual teaching days during this academic year

130

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book

Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The College is affiliated to the HPU, Shimla and follows reforms related to the examinations and evaluation system initiated by the university as per UGC guidelines. Under the RUSA CBCS system, 30 percent marks are allotted to the internal assessment and 70 % for the end semester examination (ESE). Internal assessment component is based on Mid-term tests, seminars, quizzes, assignments, class tests, projects etc. and ESE question papers is composed of MCQs, Short answer and Long answer type

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

1

-

-

2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA I	887	37	119	248	165	64.1
BA II	649	28	294	115	128	87.1
BA III	594	10	80	235	50	63.1
B.Sc. I	458	25	196	135	22	82.5
B.Sc. II	425	16	156	72	36	65.9
B.Sc. III	443	12	148	135	100	89.2
B.Com I	135	2	18	25	28	54.1
B.Com II	141	02	70	48	06	89.4
B.Com III	200	9	30	75	20	67.0
BBA I	37	8	10	5	-	62.2
BBA II	36	-	04	05	-	25.0
BBA III	36	1	22	11	-	94.4
BCA I	38	4	13	12	1	78.9
BCA II	35	1	18	05	-	68.6
BCA III	34	1	3	2	-	17.6
MA English I	17	-	5	10	2	100
MA English II	6	-	1	5	-	100
MA Economics I	30	Result awaited	-	-	-	-
MA Economics II	29	1	20	8	-	100

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC gives suggestion to the college administration regarding requirement of new books, e-resources, smart class room materials etc. The Cell regularly holds meetings with HODs to ensure that the existing teaching aids, e.g. smart class room, e-resources etc are being utilized by the teachers for effective teaching learning process. IQAC also monitors whether the proper record of the CCA is maintained by the concerned committee and it also evaluates the process by taking feedback from the students and giving suggestions to the teachers on its basis.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	-
Others (Ph.D. Degree Awarded)	3

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Coordinator	6	-	-	-
Office Staff	4	3	-	-
Lab Staff	10	9	-	-
Class IV	04	4	-	-
Sweepers	-	-	-	04
Mali	-	-	-	01
Ckawkidar	01	01	-	-

Criterion - III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. The college faculty is encouraged to organize seminars and conferences etc.
2. For the academic advancement, faculty members are intimated through circulars, meetings regarding minor and major research projects sponsored by the UGC and other agencies and procedure for

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	1	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	1	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the institution

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies	-	ICSSR	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

1

1

3.19 No. of Ph.D. awarded by faculty from the Institution

--

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF -- SRF -- Project Fellows -- Any other --

3.21 No. of students Participated in NSS events:

University level - State level -

National level 1 International level -

3.22 No. of students participated in NCC events:

University level - State level 17

National level 4 International level -

3.23 No. of Awards won in NSS:

University level - State level -

National level - International level -

3.24 No. of Awards won in NCC:

University level - State level 2

National level 6 International level -

3.25 No. of Extension activities organized

University forum	-	College forum	-	
NCC	1	NSS	1	Any other 6

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Swachhta abhiyan, plantation drive, awareness lecture and rallies regarding effects of drug abuse, lectures and mock drills on disaster management and blood donation camps.
- Awareness regarding cervical and breast cancer, mental health issues and health checkups.

Criterion - IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	25 bigha	-	-	25 bigha
Class rooms	36	-	-	36
Laboratories	8	4	-	12
Seminar Halls	01	-	-	01
No. of important equipments purchased ($\geq 1-0$ lakh) during the current year.	-	4	AF	4
Value of the equipment purchased during the year (Rs. in Lakhs)	-	899997/-	-	899997/-
Others	-	-	-	-

4.2 Computerization of administration and library

Administrative work is done through computers and library is also provided with computers for administrative work as well as for e-library facilities

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24754	3003385/-	460	123507	25214	3126892/-
Reference Books	2019	366569/-	150	60000	2169	426569/-
e-Books	135000	N list	-	-	135000	N List
Journals	15	23140/-	3	6800	18	29940/-
e-Journals	6000	N List	-	-	6000	N List
Digital Database	-	-	-	-	-	-
CD & Video (LED)	1	43900/-	-	-	1	43900/-
Others (specify)						
Xerox Machine	1	52056/-			1	52056/-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	87	41	4	3	2	06	12	28
Added	36	20	2	1	1	-	01	15
Total	123	61	6	4	3	06	13	43

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

Internet facility is provided to each and every department wherever separate room or laboratory exists. Student and teachers can have access to resources in the library IT lab Computer centers

4.6 Amount spent on maintenance in lakhs :

i) ICT	477000/-
ii) Campus Infrastructure and facilities	935347/-
iii) Equipments	573540/-
iv) Others	227185/-
Total :	2213072

Criterion - V

5. Student Support and Progression

- 5.1 C
Rev
- | | |
|--|---|
| | <ol style="list-style-type: none"> 1. IQAC uses digital notice board, other fixed notice boards and college website to display information about various facilities and programmes. 2. Information is imparted to the students's representatives during the CSCA meetings. <p>redressal of problems of the students are taken</p> |
|--|---|

5.2 Efforts made by the institution for tracking the progression

Feedback through class tests, discussion and other means of interaction in the classrooms is thoroughly and minutely analyzed so that they could be encouraged to do better in all types of activities.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4492	88	-	-

(b) No. of students outside the state

5

(c) No. of international students

-

Men	No	%	Women	No	%
	2201	48.1		2379	51.9

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2971	697	708	51	1	4428	3349	621	498	112	04	4580

Demand ratio 3.4

Dropout % =BA=23%, BSc.=17% BBA=5%, BCA=5%, B.Com=0%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Coaching for competitive examinations is done through Career Guidance Counseling Cell by inviting experts in various fields, at personal level by teachers, group discussions in class rooms as well as hostels useful for various competitive exams, magazines and journals in the library, encouragement of students to use district library etc.

No. of students beneficiaries

600

5.5 No. of students qualified in these examinations

NET

-

SET/SLET

-

GATE

-

CAT

-

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Under “Popular science lecture series” lecture were delivered by eminent scientists Prof. Kishan Lal, Co chair, IAP for Science, The Global Networks of Science Academies, New Delhi and Prof. Tej Pratap, former VC of CSK Agricultural University, Palampur.
- A lecture by deputy commissioner, Kullu was delivered regarding the preparation for civil services.
- Career Guidance and Counseling Cell organized a placement drive through which many students were employed and aquatinted with career opportunity in different areas.
- Representative of various coaching centre and Institutes and teachers e.g., Global Institute, Chandigarh, Career Launcher, Kullu, Mahraja Agarsen

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	30	04	10

5.8 Details of gender sensitization programmes

The women cell of the organizes lectures and seminars for the awareness regarding gender related issues. The volunteers from the NSS, Rovers and Rangers, and the members of the Communities Service Cells go to the adopted/nearby villages and educate the people regarding need of girls education, self reliance, health and nutrition etc.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

National level

International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	-	-
Financial support from government	73	863295/-
Financial support from other sources (from BCA Fund and staff donation)	01	17500/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Grievances regarding frequent power failure in hostels, limited browsing facility and poor conditions of toilets were redressed by providing alternate power supply from newly installed generator of 125KV, increasing the number of computers in IT with internet, and repair of toilets.

Criterion - VI_

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The holistic development of the students to make them self reliant, good human beings and responsible citizens.

6.2 Does the Institution has a management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The syllabi are revised by various Boards of Studies, constituted by different departments of the HPU. Teachers of the colleges act as member of Boards of Studies/syllabus framing committees and hence participate in revision and up-gradation of the syllabi.

6.3.2 Teaching and Learning

The institution is making continuous efforts to upgrade laboratories, music rooms, library, and setting up smart class rooms in various departments. Training is imparted to the teachers so that they are able to use latest information and communication technology for effective teaching

6.3.3 Examination and Evaluation

The College is affiliated to the HPU, Shimla and follows reforms related to the examinations and evaluation system initiated by the university as per UGC guidelines. Under the RUSA CBCS system, 30 percent marks are allotted to the internal assessment and 70 % for

6.3.4 Research and Development

The institution intends to strengthen the infrastructure including laboratories and library so as to benefit the faculty/student researchers. The faculty is motivated to do Ph.D, write and present research paper in conferences and organise such activities in the college with the help of funding agencies

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is strengthened by adding books, e journals, e books accessed through NLIST program of INFLIBNET. Smart class room and computer labs are being added in various departments in phased manner. One instrumentation centre has also been established this year.

6.3.6 Human Resource Management

The Principal, departmental heads, convenors of various committees, office superintendent and college librarian as well as the executive body of PTA take care of Human Resource

6.3.7 Faculty and Staff recruitment

The Government of HP through HP public service commission recruits the faculty as per UGC/government regulations. The recruitment is done on the basis of the strength of the students. Proposal showing strength is regularly sent from the office and demand for additional staff is routinely requested from higher

6.3.8 Industry Interaction / Collaboration

The students of self financing courses/skill development/sciences/JMC/Geography courses are taken to the nearby industrial units, hotels, or business houses for practical/on-job trainings/internship

6.3.9 Admission of Students

Admission criteria as per the HP university shimla regulation are followed.

6.4 Welfare schemes for

Teaching	Schemes as per HP Government norms such as loan, medical reimbursement, LTC etc. are implemented.
Non teaching	Schemes as per HP Government norms such as loan, medical reimbursement, LTC etc. are implemented.
Students	Government scholarships of various category and fee waiver for economically backward classes/girls student/physically handicapped are given to various categories of the eligible students.

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	HPU	Yes	Principal, Committees
Administrative	Yes	Directorate	Yes	Principal, Committees

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Presently under the RUSA CBCS system, 30 percent marks are allotted to the internal assessment and 70 % for the end semester examination (ESE). College administration/University ensures that the examinations are conducted smoothly, and use of unfair means checked through strict invigilation, CCTV surveillance, fly squad and prohibition of mobile phones.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Though syllabus is framed by HPU and end semester examinations (ESE) and evaluation are conducted as per university schedule, the college administration decides and executes the teaching learning processes and other college level activities through committees and cells etc. And IQAC also monitors the functioning and carrying out of various works/activities.

6.11 Activities and support from the Alumni Association

Under the programme “meet the Alumni” many lectures are delivered for the benefits of the students by the old students who have specialised in their respective fields. This year Alumni association contributed a lot financially as well as in the organisation of Golden Jubilee Celebration of the college. A large number of old students participated in various cultural ..

6.12 Activities and support from the Parent – Teacher Association

The PTA fund is used to meet out the salaries of guest faculty and non teaching staff engaged on PTA basis, developmental works and coaching of various activities. Suggestions are also invited from the PTA for the upliftment of the college

6.13 Development programmes for support staff

Supporting staff is regularly made aware of the avenues provided by Government for their promotion and welfare. They are also encouraged to become conversant with modern gadgets and their uses.

6.14 Initiatives taken by the institution to make the campus eco-friendly

Plantation drive is carried out in and around the college campus and a botanical garden is maintained which helps in maintaining carbon neutrality. Cleanliness drives also helps in maintaining eco-friendly environment of the college. A solid waste management/ vermi-compost pit has been made in the campus to manage the degradable waste of the

Criterion - VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Addition of more CCTV cameras, computer labs, smart class rooms, WiFi enabled campus, free access to e resources, eco-friendly campus, and regular cleanliness drives by all the departments, clubs and societies.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

As per the plan chalked out in the beginning of session and various committees were constituted for carrying out different activities in various fields such as academic, sports, cultural, and developmental works etc. Activities includes:- teaching learning, examination, evaluation as well as participation in state level sports cultural and literary activities as per university schedule, co curricular activities at college level including extension work, developmental works as per the budget allocated and

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Departmental seminar to impart knowledge and training in communication skills

in organization skills

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

College has an Eco club through which students are made aware of various environmental issues by conducting lectures, seminars etc. and Students are engaged in plantation and cleanliness drives for environmental protection. University has also made it mandatory to pass compulsory paper on environmental studies.

7.5. Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

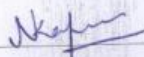
College was ranked amongst top best 100 colleges of India as per the survey conducted by India Today in June 2018

8. Plans of institution for next year

College has already been sanctioned a grant of rupees Two crore under RUSA grant, out of which one crore will be utilized during the session 2018-19 on various academic, sports, cultural and developmental activities.

Name NEERAJ KAPOOR

Name Dr. NIL SHARMA


Signature of the Coordinator, IQAC


Signature of the Head of Institution, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANNEXURE I

Proposed Admission /Vacation/Examination Schedule 2017-18

Submission of Admission forms complete in all respects	16 th to 23 rd June, 2017
Display of the First Merit List	24 th June, 2017
First Counselling & Fee Deposit	27 th & 28 th June, 2017
Display of the Second Merit List	29 th June, 2017
Second Counselling & Fee Deposit	29 th & 30 th June, 2017
Regular teaching of I, III & V Semester	1 st July 2017 to 12 th October, 2017
End Semester Examination (Practical & Theory) I, III & V Semester	13 th October, 2017 to 12 th November, 2017
Regular teaching of II, IV & VI Semester	13 th November, 2017 to 20 th December, 2017
Evaluation of I, III & V Semester	21 st December, 2017 to 31 st December, 2017
End Semester Examination (Practical & Theory) II, IV & VI Semester	11 th April, 2018 to 10 th May, 2018
Winter Vacation	1 st January, 2018 to 4 th February, 2018
Diwali Break	One day before Diwali & Two days after Diwali
Summer Vacation	21 st May, 2018 to 31 st 15 th June, 2018
Evaluation of II, IV & VI Semester	11 th May, 2018 to 20 th May, 2018

ANNEXURE-II

1. The girls felt benefitted with the installation of napkin vending machines. Some wanted more demonstrations regarding the operation of these machines.
2. The students gave positive feedback regarding the academic, extra-curricular and extension activities.
3. Students and teachers felt benefitted with the setting up of classrooms.
4. Parents and teachers wanted more carrier guidance sessions with subject experts.
5. The Girls hostel students demanded repair of toilets and alternative sources of electric supply.
6. Students and parent demanded bus pass counter in the college campus.
7. Parents demanded more capacity in the boys and girls hostels.
8. Alumni suggested to develop the database of the outgoing students and their placements.