

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVT. COLLEGE JUKHALA, DISTT.- BILASPUR, H.P.

POST OFFICE JUKHALA, TEHSIL SADAR, DISTT. BILASPUR, HIMACHAL
PRADESH 174033

174033

www.gcjukhala.ac.in

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Educational institutions are temples of learning and enlightenment. At Govt. College Jukhala, we are imparting education to the youth of rural background, which is a very substantial, potent and conscientious task. We are imparting an all round education because acquiring information is no longer the main focus of education. Instead, the main aim of education is to build the powers of human mind and spirit. Our main task is to build the character of students along with excellence in multiple disciplines. The focus is also towards value based learning, soft skills development, leadership training and crisis management. As experimental learning is the key to quality education, our institution seeks to instill a passion for the same in all the students. With the advent of technology, our institution is a centre for collaborative and comprehensive learning. Thus, a commitment to grow and integrity for a sustainable future are the core values of our institution.

Vision

"To make a lifelong difference to the lives of rural youth through holistic education with global standards."

Mission

"Social change including modernisation through educating the youth of rural area so as to prepare them to face the challenges of the new millennium, while keeping their ethics and moral values intact".

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Participative Management
- Feedback Mechanism
- ICT enabled classrooms & Library
- Modern & well equipped laboratories
- Career counseling & guidance cum placement cell

- Picturesque play ground
- Excellence in sports
- Well qualified staff
- College-community interaction

Institutional Weakness

- Shortage of funds for infrastructural development
- Lack of auditorium

- Less industry interaction

Institutional Opportunity

- To organize national / international seminars and conferences

- To introduce Post Graduate courses.
- To introduce job oriented & vocational courses
- To strengthen Alumni participation
- Establishment of Research Centre under UGC, DST and DBT sponsored projects

Institutional Challenge

- To maintain high academic standards of higher education in rapidly changing society.
- Resource mobilization for creating and improving infrastructural facilities.

- To develop methods to improve the communication skills of students to make them more articulate.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The action Plan for effective implementation of the curriculum is prepared well in advance before the academic session begins and the process of implementation is in accordance with the calendar of activities mentioned in the prospectus. The teachers receive procedural and practical support from the university as well as the institution for translating the curriculum. The institution strictly abides by the schedule provided by the university and the Directorate of higher education. Staff meetings, PTA meetings and meetings with the CSCA are arranged regularly to ensure the success of overall plan of action.

The institution also organizes different activities such as debates, declamations, quiz contests, poster making\slogan writing competitions, awareness rallies, Vanmahotsav celebration etc. Though moral and ethical value added courses do not form part of the curriculum, yet activities and programmes such as NSS, Rover and Rangers, Red Ribbon Club, Literary Club, Career Counseling and Guidance Cell impart awareness on social, moral and ethical principles of life. Students are made more socially responsible by active participation in awareness issues and extension lectures on subjects like AIDS, gender violence, drug menace etc. In addition to this, the theoretical aspects of the curriculum are supplemented through presentations, seminars, discussions, assignments, educational tours and excursions which not only provide the students with practical knowledge but also ample exposure.

Teaching-learning and Evaluation

Number of students admitted year wise during the last five years

2016-17		2015-16		2014-15	
506	331	245	209		1

The overall performance of the students is measured on the basis of their achievement in formative and summative assessment as per the guidelines of affiliating University. For under graduate classes, End Semester Examination (ESE) carries 70% marks for each subject and Continuous Comprehensive Assessment (CCA) in a particular subject carries 30% marks. The students will have to pass with 45% marks in both the components i.e. ESE and CCA separately to become eligible to be declared successful in a course. For the post graduate classes and B.Ed. ESE carries 80 % marks and CCA carries 20% marks.

Research, Innovations and Extension

The institution promotes research activities amongst the eligible faculty members under faculty improvement programme (FIP) of UGC by recommending their study leave. A Research Committee is responsible for monitoring the issues of research.

Support in terms of technology and information needs

The college provides the following support in terms of technology and information needs:

Well stocked library with INFLIBNET facility

Well equipped modern laboratories

Computer Lab with internet facility

Student projects and seminars are strongly encouraged under the guidance of faculty members(Commerce, Arts and Science projects)

The college organizes lectures ,competitions ,etc. to promote extension activities. Faculty members volunteer to be in charge of these activities and are actively involved in mobilizing the students for participation in these activities. These extension activities instill among the students a sense of cooperation, feeling of social responsibility, adjustment and dignity of labour which develops the skills of event management, team spirit and charity and also make a positive impact on the overall development of the personality of the students.

Infrastructure and Learning Resources

The policy of the institution for creation and enhancement of infrastructure is based upon the needs of the institution and availability of the funds and resources. The policy regarding creation and enhancement of infrastructure in the college is to provide state of the art facilities necessary to make teaching and learning process effective. Therefore, attention is paid to design and deploy concrete plans to develop cost effective and sustainable infrastructure service available to all kinds of users. The college has spacious and well ventilated six

lecture theaters and 15 class rooms. It also has 3 ICT enabled smart class rooms. It has well equipped Science laboratories in the Departments of Physics, Chemistry, Botany, Zoology and Geography. There is also a museum in bio-sciences and computer lab with internet facility in the department of Physics. It also boasts of a Conference hall, well furnished gymnasium and separate rooms/offices for NSS, Rover and Rangers, Career counseling and Placement Cell. In addition to these, there is a well stocked library with a reading room, examination hall and administrative block which hosts Principal office, ministerial staff office and staff room. There are separate common rooms as well as toilets for girls and boys. There is a special provision of toilets and other facilities for differently abled students.

There is playground for outdoor games for students and sports room for indoor games. There is also a room for cultural activities and Music instruments.

Student Support and Progression

Before 2013, the CSCA members were selected through direct student elections. After 2013, as a result of the change in HPU norms, the members of CSCA are nominated on the basis of merit in academics, sports and cultural activities.

The CSCA works for the students- rights under the guidance of CSCA advisory committee, formed under the UGC guidelines. The outgoing CSCA President is also a full member of the Managing Committee, whose suggestions are welcomed during meetings of the Managing Committee.

Governance, Leadership and Management

The institution frames various committees for the smooth conduct of college functioning in various fields. The principal is the head of institution, various heads of departments and conveners of different committees work under him and the other members of committees and departments work under the conveners and HOD's. Administrative powers and responsibilities are delegated to teachers on the basis of their competence, commitment and aptitude to meet the institutional objectives. Ultimately all the administrative, academic and financial activities are reviewed by the internal quality assurance cell from time to time to ensure accountability. This decentralized functioning mechanism empowers the departments and individual faculty and helps them in making independent decisions. The college has established IQAC with a vision to maintain and improve qualitative practices. In a short span of its establishment, IQAC has focused on infrastructural development and successful implementation of RUSA. The IQAC communicates with the different constituents by holding the meetings under the chairmanship of the Principal. The other staff is engaged in a normal course under the direction of the Principal. The institution has an integrated framework for quality assurance of academic and administrative activities. IQAC identifies different areas to be strengthened. Various sub-committees monitor the progress of those areas under the guidance of the Principal.

Institutional Values and Best Practices

- All the classrooms are adequately ventilated and well-lighted and do not require artificial lighting during day time.
- Students are instructed to switch off the lights and fans when not required. Faculty advisors deputee students' representatives to check whether fans are switched off in unoccupied classrooms.

- The college has established a computer lab to make the students e-literate. They are properly trained to shut down the systems and printers when not in use.
- Electronic equipments and gadgets are shut-off when not required.
- The dry leaves and the waste papers are not burnt but they are buried in the soil itself and used as organic manure.
- To maintain carbon neutrality college students and staff use public transport system and some come on foot.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Govt. College Jukhala, Distt.- Bilaspur, H.p.
Address	Post Office Jukhala, Tehsil Sadar, Distt. Bilaspur, Himachal Pradesh 174033
City	Bilaspur
State	Himachal pradesh
Pin	174033
Website	www.gcjukhala.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Rakesh Bhardwaj	01978-223509	9418124646	01978-286201	principalgcjukhala@gmail.com
IQAC Coordinator	Avneesh Kumar	01978-224179	7018774462	01978-222417	avnessh76@yahoo.ac.in

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	22-02-2007

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
2f of UGC	20-01-2017
12B of UGC	21-07-2017

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	Post Office Jukhala, Tehsil Sadar, Distt. Bilaspur, Himachal Pradesh 174033	Rural	8.3	8850.75

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	BCom, Commerce	36	twelveth pass in commerce and science stream	English	240	142
UG	BA, Humanities	36	twelveth pass	Hindi	640	271
UG	BSc, Sciences	36	twelveth pass	English	320	65

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				0				18			
Recruited	0	0	0	0	0	0	0	0	8	6	0	14
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				28
Recruited	7	5	0	12
Yet to Recruit				16
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
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.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	2	1	0	4
M.Phil.	0	0	0	3	0	0	0	5	0	8
PG	0	0	0	0	0	0	2	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.	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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	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		Total
	0	0	0	0	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	201	0	0
	Female	291	0	0	0	291
	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	37	25	15	8
	Female	37	24	18	23
	Others	0	0	0	0
ST	Male	0	0	0	1
	Female	0	0	1	2
	Others	0	0	0	0
OBC	Male	17	9	7	0
	Female	6	5	10	3
	Others	0	0	0	0
General	Male	174	115	82	65
	Female	235	153	112	106
	Others	0	0	0	0
Others	Male	0	0	0	1
	Female	0	0	0	0
	Others	0	0	0	0
Total		506	331	245	209

3. Extended Profile

3.1 Programme

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

Response : 14

Number of self-financed Programmes offered by college

Response : 00

Number of new programmes introduced in the college during the last five years

Response : 04

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
506	331	245	209	116

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

2016-17	2015-16	2014-15	2013-14	2012-13
351	351	243	243	243

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

2016-17	2015-16	2014-15	2013-14	2012-13
230	200	24	08	15

Total number of outgoing / final year students

Response : 477

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
14	14	10	10	10

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

2016-17	2015-16	2014-15	2013-14	2012-13
14	14	10	10	10

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
18	18	18	18	18

Total experience of full-time teachers**Response : 140****Number of full time teachers worked in the institution during the last 5 years****Response : 14****3.4 Institution****Total number of classrooms and seminar halls****Response : 21****Total Expenditure excluding salary year wise during the last five years (INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
40	11.5	5.5	10	102

Number of computers**Response : 20**

Unit cost of education including the salary component(INR in Lakhs)

Response : .50

Unit cost of education excluding the salary component(INR in Lakhs)

Response : .15

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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:

The institution ensures effective curriculum delivery through a well planned and documented process with a **vision and mission :**

Vision: "To make a lifelong difference to the lives of rural youth through holistic education with globe standards."

Mission : "Social change including modernisation through educating the youth of rural area so as to prepare them to face the challenges of the new millennium, while keeping their ethics and moral values intact".

File Description	Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response:** 17.71

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	2	2	2

File Description**Document**

Details of participation of teachers in various bodies

[View Document](#)**1.2 Academic Flexibility****1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years****Response:** 92.86

1.2.1.1 How many new courses are introduced within the last five years

Response: 13

File Description**Document**

Details of the new courses introduced

[View Document](#)**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented****Response:** 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 3

File Description**Document**

Name of the programs in which CBCS is implemented

[View Document](#)**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/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 Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

1.3 Curriculum Enrichment**1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:**

All the cross cutting issues like Gender, Climate Change, Environmental Education, Human Rights, ICT etc. have been covered under the curriculum in one way or the other in different courses offered by the university, and Environment Studies is a compulsory course for all undergraduate classes.

The college at its own level actively addresses all the said issues through organizing different activities such as awareness rallies, debates, declamation competitions, poster making/slogan writing competitions, celebration of Vanmahotsav and extension lectures particularly during NSS camps.

Though moral and ethical value added courses do not form part of the curriculum, yet the activities of NSS, NCC and Red Ribbon Club etc. impart awareness on social, moral and ethical principles of life. Students are made more socially responsible by making them participate in socially relevant activities like visits to villages, schools for special children, old age homes, and emphasizing the need for awareness on issues such as AIDS and the menace of drugs by taking out rallies.

Also, the college ensures the integration of academic programmes and its goals and objectives of producing harmonious personalities, creating social consciousness and awareness of the changing times for the holistic development of the students through disciplined implementation of the programmes offered. In addition to this, the theoretical aspects of the curriculum (framed by the university) are supplemented by various activities such as presentations, seminars, discussions, quizzes, assignments, educational tours and botanical/zoological excursions etc. which provide the students a practical knowledge and exposure.

Framing of the curriculum does not fall in the purview of the college. However, the college formally or informally gives valuable suggestions and feed back to the affiliating University for the framing of curriculum according to the needs of the dynamic employment market.

To enrich and organize the curriculum and to enhance the experiences of the students, the college regularly organizes various activities such as presentations, seminars, discussions, quizzes, assignments, educational tours and botanical excursions etc. Besides, skill based courses like Computer Application, Functional English, Functional Hindi, Bhartiya Sanskriti, Basic Mathematics, Methodology and Perspectives of Business Education, Critical Reasoning and Writing and Presentation are offered by the college to cope up with the need of the employment market.

File Description	Document
Link for Additional Information	View Document

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 9.13

1.3.3.1 Number of students undertaking field projects or internships

Response: 45

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise

A.Any 4 of the above

B.Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A.Any 4 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: C. Feedback collected and analysed

File Description	Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 28.76

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
506	331	245	209	116

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1040	1040	900	900	900

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 18.75

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

2016-17	2015-16	2014-15	2013-14	2012-13
97	63	51	38	28

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Advanced learners are recognized by the observations of teachers concerned and also by the performance of the students in various class activities, formal or informal interactions, class and house tests, etc. Such students are counseled and guided regarding the best utilization of library resources. Teachers are willing to guide students who express a desire to appear for competitive examinations. Teachers also encourage advanced learners to ask questions in the class room so that other students may also follow their example.

The college through its staff (teaching / non teaching) tries to collect information regarding the students who are at the risk of drop out. When any such case comes to the notice, the college first tries to find out the reason. It also provides fee concession / scholarships to such students and also makes them aware about various government welfare schemes. Sometimes, the faculty acts as counselor as well as mentor. Teachers request the Librarian to provide books from the book bank and request the local bookseller to provide text books to the economically weaker students free of cost. But, as such, there is no specific provision in the institution to collect data of the students who are at the risk of drop out.

2.2.2 Student - Full time teacher ratio

Response: 35.21	
File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls	
Response: 0.2	
2.2.3.1 Number of differently abled students on rolls	
Response: 1	
File Description	Document
Institutional data in prescribed format	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:	
<p>To make the learning process more student centric, the college provides facilities of learning tools such as LCD projectors in the seminar room, conference hall and some selected laboratories, OHPs, free internet access through Wi-Fi, internet facilities in the computer labs and INFLIBNET facility to the teachers and students. Students are motivated to make use of learning tools for their presentations in seminars, preparation of assignments / project work. The students are inspired to participate in group discussions in the class rooms and tutorial discussions to make the learning more student centric.</p>	
2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.	
Response: 71.43	
2.3.2.1 Number of teachers using ICT	
Response: 10	
File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 35.21**2.3.3.1 Number of mentors****Response:** 14

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning**Response:**

The college tries to nurture critical thinking, creativity and a scientific temper among the students by conducting various activities. The college organizes CSCA function which provides a platform to the students to show their creativity by participating in various activities conducted during the function. The students are encouraged to contribute articles / compositions to the college magazine. Students are also encouraged to raise questions and involve themselves in discussions in the class rooms.

2.4 Teacher Profile and Quality**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years****Response:** 64.44

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years**Response:** 5.71**2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
4	0	0	0	0

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience of full time teachers in number of years

Response: 10

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

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 1.43

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

All the important information such as the changes in evaluation process and the new guidelines in this direction from the H.P. University are conveyed to the faculty through office circulars. The general guidelines regarding Continuous Comprehensive Assessment (CCA) and End Semester Examination (ESE) are given on the very first page of the attendance register. The faculty educates the students about the general guidelines regarding house tests, class tests, assignments and attendance for the whole academic session. The annual university question papers of the previous years are kept in the college library for students to get an idea of the style and pattern of questions.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The Himachal Pradesh University has made substantial reforms in the evaluation system by switching from annual system to semester system and the choice based credit system (CBCS) under RUSA. The college has adopted the system of 30% Internal Assessment (CCA) and 70 % End Semester Examination (ESE) for under graduate classes as per the guidelines of the H. P. University. The college has no power to make any evaluation reforms on its own. It only implements the reforms made by the affiliating university.

The overall performance of the students is measured on the basis of their achievement in formative and summative assessment as per the guidelines of affiliating University. For under graduate classes, End Semester Examination (ESE) carries 70% marks for each subject and Continuous Comprehensive Assessment (CCA) in a particular subject carries 30% marks. The students will have to pass with 45% marks in both the components i.e. ESE and CCA separately to become eligible to be declared successful in a course. For the post graduate classes and B.Ed. ESE carries 80 % marks and CCA carries 20% marks.

Distribution of internal assessment marks for UG classes is:

House Examination	15	Marks
Assignments / Seminars	10	Marks

Attendance	05	Mark
------------	----	------

Attendance marks are given on the basis of following formula:

Class Attendance	Marks
? 75% to 80%	01
? 80% to 85%	02
? 85% to 90%	03
? 90% to 95%	04
? 95%	05

The students participating in sports and other co-curricular activities are given 25% weight-age in the percentage of the attendance.

The details of the internal assessment of all the students of the college are sent to the university through online posting along with the hard copies. The university incorporates the internal assessment with the score of the End Semester Examination for the declaration of final result of the concerned semester.

The Choice Based Credit System (CBCS) has made a positive impact on the overall teaching learning process. The introduction of formative assessment has enhanced the students' attendance in the classrooms. It has also helped in developing a serious and positive attitude towards house examinations, class tests, assignments and seminars.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

At the college level, the grievances regarding internal assessment are brought to the notice of the RUSA Coordinator / Principal and the efforts are made to rectify the error, if any. At the university level, if a student is not satisfied with evaluation of any subject, he / she can get answer scripts re-evaluated within a stipulated time.

The internal assessment is calculated strictly on the basis of rules framed by the affiliating University.

Students are provided with all information regarding their attendance marks, score in the house examination and assignments / seminars. To ensure transparency, the evaluated answer sheets of the house examination are shown to the students.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The overall performance of the students is measured on the basis of their achievement in formative and summative assessment as per the guidelines of affiliating University. For under graduate classes, End Semester Examination (ESE) carries 70% marks for each subject and Continuous Comprehensive Assessment (CCA) in a particular subject carries 30% marks. The students will have to pass with 45% marks in both the components i.e. ESE and CCA separately to become eligible to be declared successful in a course. For the post graduate classes and B.Ed., ESE carries 80 % marks and CCA carries 20% marks.

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? 80% to 85%	02
? 85% to 90%	03
? 90% to 95%	04
? 95%	05

The students participating in sports and other co-curricular activities are given 25% weight-age in the percentage of the attendance.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

The learning outcomes of the college are clearly stated in the vision and the mission of the college. These are highlighted through the flexes, the college prospectus and the magazine. The students and the teachers are also made aware of the achievement of these outcomes through the annual report of the college.

Performance of the students is monitored and evaluated through class tests, house tests, assignments, project works, seminars and attendance. The performance of the students is communicated to them by the concerned teachers in their respective classes which help them to become aware of their weaknesses and strengths.

File Description	Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The institution and individual teachers use assessment / evaluation outcomes as an indicator for evaluating student performance. Assessment and evaluation outcomes in the form of marks are used for giving internal assessment to the students.

The institution and the individual teachers use the following evaluation methodology to evaluate the performance / achievement of students:

- Class room attendance of the students.
- Performance in class tests and house tests.
- Participation in co-curricular activities.
- Overall behaviour of the students and communication skills.
- Awards / Honours won by the students in academics and co-curricular activities.
- Leadership qualities, level of confidence especially during interactive sessions.

2.6.3 Average pass percentage of Students

Response: 94.71

2.6.3.1 Total number of final year students who passed the university examination

Response: 430

2.6.3.2 Total number of final year students who appeared for the examination

Response: 454

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Database of all currently enrolled students	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List of project and grant details	View Document

3.1.2 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

File Description	Document
List of research projects and funding details	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The institution promotes research activities amongst the eligible faculty members under faculty improvement programme (FIP) of UGC by recommending their study leave. A Research Committee consisting of following members is responsible for monitoring and to address the issues of research

Principal

Chairman

Senior most Faculty Member Secretary

HODs of all Departments Members

Various recommendations and their impacts are as follows:

Recommendations	Impact
The principal and Research Committee of the college encourage the teaching staff to apply for Minor Research Project, Major research project from UGC	College has applied for seminar on the theme " Academic Autonomy of Teachers"
Encouraging faculty members to apply to UGC for organizing State level or National level Seminars or conference in the college by inviting eminent speakers.	College has applied for seminar on the theme "Research Based Teaching " & " Student Centric Learning"

The demands of research are accommodated in the teaching work load at the departmental level from time to time.

support in terms of technology and information needs

The college provides the following support in terms of technology and information needs:

Well stocked library with INFLIBNET facilities

Well equipped modern laboratories

Computer Lab with internet facilities

Student projects and seminars are strongly encouraged under the guidance of faculty members(Commerce, Arts and Science projects)

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: Yes

File Description	Document
List of Awardees and Award details	View Document

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

Response: 0.02

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

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

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

Response: 0.29

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	8	5	4	0

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Various extension and outreach programmes, such as blood donation camps, afforestation, AIDS awareness, social work, health and hygiene, campus cleaning and beautification, awareness rallies and celebration of significant days etc. are planned and organized by the NSS, Rovers and Rangers, Red-Ribbon and Eco-club and various societies of the college. Extension activities are widely publicized through college prospectus, notices and circulars, classroom instructions as well as personal interactions. The lectures on extension activities are delivered by the specialized persons in their fields at the beginning of the academic session to promote/introduce such activities and to meet out the queries if any, of the aspirants and volunteers.

The college organizes lectures, competitions, etc. to promote extension activities. Faculty members volunteer to be in charge of these activities and are actively involved in mobilizing the students for participation in these activities. These extension activities instill among the students a sense of cooperation, feeling of social responsibilities, adjustments, dignity of labour which develops the skills of event management, team spirit and charity and also make a positive impact on the overall development of the personality of the students.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 5

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
02	2	1	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 12

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
03	03	03	02	1

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

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 32.75

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
130	100	100	50	50

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

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 1

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 5

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

2016-17	2015-16	2014-15	2013-14	2012-13
3	2	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The policy regarding creation and enhancement of infrastructure in the college is to provide state of the art facilities necessary to make teaching and learning process effective. It is based upon the needs of the institution and availability of the funds and resources. Therefore, attention is paid to design and deploy concrete plans to develop cost effective and sustainable infrastructure service available to all kinds of users. The following initiatives have been taken to meet the growing needs of the college in view of the expanding new age programmes and changing pedagogical skills to the present context:

Spacious and well ventilated class rooms, Science labs, Conference hall, ICT/smart classroom, Sports room, Canteen, Separate rooms/offices for NSS, Rover and Ranger, Sports, Career counselling and Placement Cell, Electricity room, Controller of House Examination room, faculty room in science departments, Staff room, Sick and retiring room, well furnished gymnasium, IT Lab. with OHP and internet connectivity, with Broad band HIMSWAN connectivity, well equipped laboratories for Physics, Chemistry, Botany, Zoology, Library with reading room.

CLASSROOMS:

College has spacious, well ventilated lecture halls equipped with fans. Each lecture hall has capacity to accommodate 80 students.

LABORATORY/COMPUTER LAB:

In order to keep pace with the acquisition of latest scientific skills, all the laboratories (Botany, Zoology, Chemistry, Physics, Geography) have been optimally upgraded and equipped with latest equipments.

There are 20 computers in the college with internet connectivity and latest softwares and 5 printers.

To cope with changes in the technological environment the college purchased Xerox cum fax cum scanning machine and update of computers was made by purchasing latest computers and installing new software.

To increase the computer literacy in the institution the central computer lab was established.

In order to equip the students with the latest IT skills, A Smart class-room equipped with e-podium, Kayone and a slide projector has been installed and a central computer lab has been established in the college with the help of government of Himachal Pradesh

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

Response:

The institution has adequate facilities for sports, gymnasium, cultural activities and extra curricular activities:

Sports: There is a sports room for indoor games like Table- Tennis, Chess, Carrom, Ludo etc. along with one changing room for girl players in the college. There is a spacious ground with the facility of playing outdoor games like Kabbadi, Volleyball, Badminton, Kho- Kho, Athletics etc. In order to provide better facilities in sports ,the need based equipments have been purchased by the institution and a perspective plan for the purchase of new equipments for Kabbadi and yoga has been sent to the directorate of higher education The college also plans to procure wrestling mats and develop Boxing Ring as well as Badminton and Basketball courts.

Gymnasium: The college has a well equipped gymnasium with facilities like tread mill, free weights and rods, dumb- bells, bicycle, exercise balls and medicine balls.

NSS: The college has one room designated for NSS to carry weekly activities.

Rovers and Rangers: There is a room for conducting the activities of Rovers and Rangers.

Cultural Activities: The college has a music room for regular practice of cultural items and conducts all its functions in the open air, either in the college ground or its lush green lawns by making a temporary stage. The college actively participates in HPU Youth Festival Group I,II, III and IV at different colleges of the state.

Public Speaking: The college has a Public Address System . All public/ media reports are the prerogative of the principal.

Communication Skills: Communication Skills development activities are organised regularly in the college under different societies, NSS and Career Counseling and Guidance cell.

Health and Hygiene: There is a sick room in the college to meet any exigency and services of the Ambulance 108 are availed as and when required. There is a govt. hospital not more than half a km. from the college campus to cater to the needs of the college.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 14.29

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 3

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 71.1

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
18.78415	10.05199	4.61205	3.93734	99.84987

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

The College has a Library advisory Committee. At the beginning of the academic year, the Principal appoints few faculty members as members of library committee. The Committee considers the development proposals of the library and budget allocation and policy decisions. It also provides improved facilities and innovative services. Allocation and utilization of funds and introduction of developmental programmes and requirements of the users are addressed and approved by the Library Advisory Committee/College purchase committee. The Committee considers the development proposals of the library and budget allocation and policy decisions. It also provides improved facilities and innovative services.

Significant initiatives:-

The College has constituted library development Committee with student representation.

Monitoring the dates of subscription of various journals and magazines.

Book exhibitions are organized to encourage reading habits among student.

Extended library hours during examinations

ICT learning resources

Open self system that facilitates free access of books

The college library is a member of the N-List Programme of INFLIBNET which provides access to e-books and e-journals.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The library holds reference texts, encyclopedias, dictionaries, gazetteers, year books and journals. It does not have rare books, manuscripts, special reports as of now, but has student-authored project reports and documents.

It has rich collection of 3215 books.

It has been computerized by installing 1 computer and a printer and library is attached with the worldwide network.

The library has 2 spacious, well ventilated and furniture equipped reading rooms.

4.2.3 Does the institution have the following:

- 1.e-journals**
- 2.e-ShodhSindhu**
- 3.Shodhganga Membership**
- 4.e-books**
- 5.Databases**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above	
File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)											
Response: 0.65											
4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)											
<table border="1"> <thead> <tr> <th>2016-17</th> <th>2015-16</th> <th>2014-15</th> <th>2013-14</th> <th>2012-13</th> </tr> </thead> <tbody> <tr> <td>1.74789</td> <td>.27408</td> <td>.24990</td> <td>.10512</td> <td>.8574</td> </tr> </tbody> </table>		2016-17	2015-16	2014-15	2013-14	2012-13	1.74789	.27408	.24990	.10512	.8574
2016-17	2015-16	2014-15	2013-14	2012-13							
1.74789	.27408	.24990	.10512	.8574							
File Description	Document										
Details of annual expenditure for purchase of books and journals during the last five years	View Document										

4.2.5 Availability of remote access to e-resources of the library	
Response: Yes	
File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students	
Response: 13.81	
4.2.6.1 Average number of teachers and students using library per day over last one year	
Response: 70	
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 20 computers in the institution equipped with latest softwares, internet connectivity and 5 printers. Annual maintenance and repair of the computers is taken care of by the institution in a systematic manner. Physical stock verification is conducted annually.

- All the computers have the latest version of anti-viruses/firewalls and they are updated regularly.
- Budgetary provisions are made to purchase latest softwares as the need arises.
- To cope with changes in the technological environment the update of computers was made by purchasing latest computers and installing new software.
- To increase the computer literacy in the institution the central computer lab was established.
- In order to equip the students with the latest IT skills, A Smart class-room equipped with e-podium, Kayone and a slide projector has been installed and a central computer lab has been established in the college with the help of government of Himachal Pradesh.

4.3.2 Student - Computer ratio

Response: 24.65

File Description**Document**

Student - Computer ratio

[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

Response: <5 MBPS

File Description**Document**

Details of available bandwidth of internet connection in the Institution

[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 58.47

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
24.00	8.0	5.47826	6.07551	2.48573

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	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:

Annual budgetary provisions are made by the college for the maintenance and upkeep of the infrastructural facilities and equipments. The college carries out the repairs and maintenance through Public Works Deptt. and the concerned committees like purchase committee, and building committee monitor the said work. The college also makes spot purchases through spot purchase committee to ensure the quality and the cost. The time table is a planned document of the college and is framed in a manner which ensures the optimal use of existing infrastructure. The time table is spread from 10.00 am to 4.30 pm in such a way that complete infrastructure i.e. labs, lecture rooms, music room, library and play grounds remain occupied to the maximum without creating any unnecessary crowd at a particular period of time. In this direction a lot of work has been done to strengthen the infrastructure and enhance the overall competence of the institution in general and the staff and students in particular.

The college has a well developed system which takes care of maintenance and upkeep of the infrastructure facilities and equipments. Being a government institution, the maintenance and improvement of infrastructure is undertaken with the help of HP, PWD. College development committee prepares the proposal and estimated cost of the planned construction project and submits it to the head of the institution. An effective monitoring system through various committees ensures the optimal use of budget allocated.

LIBRARY:

Before the start of every session, the Principal of the college circulates a notice and requisitions for books are invited from all faculty members. Faculty members are asked to submit the lists of books, magazines and journals to be purchased with reference to syllabi, curriculum and current needs of the students. The lists are forwarded to the librarian. The librarian compiles the list and gets approval from the Principal, who in turn sends the order to the publishers and book sellers. Whenever any book fair is held, the college also makes necessary arrangements for the purchasing of the books. Book catalogues are invited from different book suppliers.

Laboratory:

The calibration of equipments is done by head of departments at the beginning of academic year. Requisition is obtained from HOD's and faculty and is duly placed before the development committee and purchase committee for approval.

Frequency- Annual maintenance and repair of the equipment/instrument is taken care of by the college in a systematic manner as and when required. Physical stock verification is conducted annually and the outdated material is disposed off by following the procedure in the presence of the Principal and staff. The laboratory equipments are maintained through college development fund. Stock registers are properly maintained

The college has appointed housekeeping/technical staff for day to day upkeep and maintenance of sports complex, classrooms and premises. Maintenance is also done through private labours and experts which maintain electrical and water system in the campus. The maintenance of sensitive equipments is done by the suppliers of equipment.

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 the last five years

Response: 16.69

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
65	49	56	31	21

File Description

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

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 16.14

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

2016-17	2015-16	2014-15	2013-14	2012-13
115	67	42	25	10

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

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
00	00	00	00	00

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

File Description	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: 98.57

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

2016-17	2015-16	2014-15	2013-14	2012-13
225	190	24	08	15

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 47.83

5.2.2.1 Number of outgoing students progressing to higher education

Response: 110

File Description	Document
Details of student progression to higher education	View Document

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

Response: 100

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

2016-17	2015-16	2014-15	2013-14	2012-13
03	08	02	06	05

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	8	2	6	5

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 3

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

College has a student body called "College Student Central Association? (CSCA) comprising four office bearers viz. i) President ii) Vice President iii) Secretary iv) Joint Secretary along with class / department representatives.

Before 2013, the CSCA was constituted through direct student elections. After 2013, as a result of the change in HPU norms, the members of CSCA are nominated on the basis of merits in academics, sports and cultural activities.

The CSCA works for the students' rights under the guidance of CSCA advisory committee, formed under the UGC guidelines. The outgoing CSCA President is also a full member of the Managing Committee, whose suggestions are welcomed during meetings of the Managing Committee.

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 3

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	3	3

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

The college remains in touch with alumni and former faculty of the college. The retired faculty members and alumni members are invited as guests in different events organized by the college. One of the former teachers is the member of the IQAC of the college whose valuable suggestions are always considered. The college has also introduced re-employment scheme to retain the experienced faculty to benefit the students. The college alumni meet from time to time and initiate efforts for the welfare of the college.

NAAC

File Description	Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years**<1 Lakh****1 Lakh - 3 Lakhs****3 Lakhs - 4 Lakhs****4 Lakhs - 5 Lakhs**

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 5

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
01	01	01	01	01

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	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 an effective leadership in tune with the vision and mission of the institution

Response:

Vision: "To make a lifelong difference to the lives of rural youth through holistic education with global standards."

Mission : "Social change including modernisation through educating the youth of rural area so as to prepare them to face the challenges of the new millennium, while keeping their ethics and moral values intact".

Objectives

Govt. Degree College Jukhala is committed :

- to the pursuit of excellence through undergraduate education in the streams of Arts, Science and Commerce
- to the development of overall personality through sports, NSS, cultural items and extra co-curricular activities.
- to build the character of students by encouraging them to be honest, hard working and courteous.
- to create a sense of dedication to the discovery, development and application of knowledge.
- to make the students modern and techno-savvy so as to enable them to compete in the globalised world.

6.1.2 The institution practices decentralization and participative management

Response:

The institution frames various committees for the smooth conduct of college functioning in various fields. The Principal is the head of institution, various heads of departments and conveners of different

committees work under him and the other members of committees and departments work under the conveners and HOD's. Administrative powers and responsibilities are delegated to teachers on the basis of their competence, commitment and aptitude to meet the institutional objectives: The principal ensures equality of workload and provides career enhancement opportunities to the staff. He also looks forward to create positive and motivating environment and to create an efficient team of staff members to speed up the process of target achievement and accomplish assignments. At the same time, the chair allows the staff to take innovative initiatives. The Conveners plan and monitor the projects undertaken to achieve the targets in the stipulated time. Ultimately all the administrative, academic and financial activities are reviewed by the internal quality assurance cell from time to time to ensure accountability. This decentralized functioning mechanism empowers the departments and individual faculty and helps them in making independent decisions and to encourage innovation for betterment of education system. In the departmental meetings, teachers have the liberty to express their viewpoints regarding the innovative teaching practices, course curriculum and pedagogy for the subject.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The college is focused to create and enhance the infrastructural facilities necessary to make teaching and learning process effective. Therefore, attention is paid to make and implement concrete plans to develop cost effective and sustainable infrastructure service available to all kinds of users. The following measures have been taken to meet the growing needs of the college in view of the expanding new age programmes and changing pedagogical skills to the present context: Spacious and well ventilated class rooms, smart classroom, Career counselling and Placement Cell, faculty room in science departments, Staff room, IT Lab. with internet connectivity, well equipped laboratories for Physics, Chemistry, Botany, Zoology and Geography. There is a Library with reading room in the college to provide a congenial learning atmosphere to students as well as the teachers.

Perspective Plan:

The development and extension of playground is in progress. The college will strengthen sports facilities by constructing a stadium. Establishment of smart class rooms, purchase of computers to access internet facilities for all students of the college and faculty room for all the faculty, is in process. Consequent upon the implementation of RUSA and Choice Based Credit System (CBCS) from the academic session 2013-14, need for more classrooms, laboratories, computer labs and study material, reference books and other relevant infrastructure is required. In Academics, College will work for opening PG courses, job oriented courses like BBA, BCA, Biotechnology, Tourism and Journalism under self financing scheme. The college also looks forward to the opening of IGNOU study centre for distance education and of obtaining Memoranda of Understanding (MOU) with other institutions.

NAAC

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The authority to take any decision rests with the Principal of the institution. All the decisions and policies are implemented by the principal through its HOD's, faculty members, office superintendent, conveners of

the various committees and their members (both teaching and non teaching staff).

The college has established Students' Grievances Redressal Cell for addressing problems of the students. Students have been provided with contact numbers of the members of the Cell. They may also meet the members of the Cell personally regarding their problems and can directly approach the Head of the institution for any query or problem.

The college has an established mechanism to analyze nature of grievances for promoting a better stakeholder-institution relationship. The Principal receives the complaints from CSCA, Parents, Teachers and other stakeholders including general public and sends them to the concerned committee i.e. Discipline Committee, Grievance Redressal Cell or other appropriate committees. Various Committees / Redressal Cells meet the complainants and redress their grievances and recommend to the Principal for further necessary action. Finally, the Principal decides and informs the complainant about the action taken.

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions : All minutes of every staff meeting are recorded in the concerned register. Action is taken as discussed in the meeting, chaired by the Principal. All the important issues are resolved by the staff members with suitable, time bound action plan under the chairmanship of principal. In the followup meetings, the duly resolved issues are discussed and action plan is made for the future course of action

6.3 Faculty Empowerment Strategies

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

Response:

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

To enhance the professional development of teaching staff, the institution encourages the faculty to participate in Orientation programmes, Refresher Courses, Seminars, Workshops and Short Term courses. The institution also makes arrangement for the training of non-teaching staff to enhance their professional skills.

All the faculty of the institution are under the scheme of Pension as framed by the Govt. of HP.

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: 20.57

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

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	2	2	2

File Description	Document
Details of teachers provided with financial support to attend conferences,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: 2.6

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	2	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 22.57

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	2	2

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

Evaluation of the teachers for their teaching, research and service performance based on their self appraisal report which is known as annual confidential report (ACR/API) is done by the college authorities. The ACR/API is submitted to higher authorities every year after the evaluation by the principal. Evaluation based on ACR/API helps in ensuring the academic accountability of the teacher and monitoring of their promotion and placement in higher scale. The secretary of higher education gives promotions to teachers on the basis of their API score to motivate them in teaching and extension programmes. However the teacher with adverse remarks in ACR/API is not promoted. Being a government institution, all the government employees are governed by the civil services rules and conduct rules. For performance assessment of non-teaching staff same guidelines are followed. The overall supervision of academics, sports and cultural activities of the institution is performed by the Principal and the committees constituted has for this purpose. Principal interacts directly with the members of various committees, students and guardians to gain first hand information. The feedback received is used to identify areas of improvement in

various activities. The Principal also instructs the faculty as well as non-teaching staff for desirable changes. There is a well defined mechanism for performance assessment of faculty and nonteaching staff. The matter may be referred to the higher authorities where required, depending on the discretion of the Principal. Student appraisal of the faculty is another method of performance assessment. The input received through appraisals and feedback is conveyed to the concerned teacher in a positive way for modification in teaching skills or behaviour so that the improvement in teaching– learning process can be achieved.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The Institution conducts internal and external financial audits regularly through a proper mechanism . The internal audit is carried out by the committees of the college whereas external audit is carried out by the chartered accountant in case of NSS, PTA and grants received from UGC . The grant received from the Govt of H.P. and local funds collected from the students as per the fee structure are audited by State Govt. and H.P.A.G. auditors. This is an annual process and is done during the end of the year. There are no any pending audit objections in the institution.

I

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

Response: 25000

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

2016-17	2015-16	2014-15	2013-14	2012-13
5000	5000	5000	5000	5000

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

Response:

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

PTA Association : The students contribute to PTA Fund as per the guidelines of HP Govt. During 2012-13- Rs. 23400, 2014-15-Rs.82884, 2016-17-Rs.148500, 2017-18-141000 . The funds are collected in the college fund and utilised as per requirement.

Allumini Association: Recorded in the college register

Retired Faculty Member: Principal Manjula Sharma contributes 5000 every year for the meritorious students.

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:

IQAC has been actively functioning in the college since 2013 with the thrust on academic and administrative excellence. Quality sustenance and enhancement have been the two major objectives of the Institution. After creating an academic environment for promotion of quality and accountability, the IQAC has been evolving novel avenues to take the college nearer to its goals and objectives, focussing on the core values identified by NAAC. The academic quality of the institution is maintained by the teaching and learning processes. The administrative quality is maintained by the effective functions carried out by the various committees. The academic quality of the institution is evaluated on the basis of the curricular aspects, especially the performance of the students in their examinations. The main task of IQAC being quality assurance, planning and monitoring the projects undertaken, it accomplishes through the following steps: • Taking feedback from students • Maintenance of academic records • Review of records by teachers • Performance record of various committees • Meeting with HODs • Staff meetings • consolidating the feedback responses from the students, parents, and other stakeholders. • Disseminating information on the various quality parameters of higher education • Inculcating nationalistic/ patriotic sentiments • Imparting value based education • Facilitating the College Advisory Committee in creating a learner centric environment conducive for quality education .

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

Response:

Yes, the college has established IQAC with a vision to maintain and improve qualitative practices. In a short span of its establishment, IQAC has focused on infrastructural development and successful implementation of RUSA. The IQAC communicates with the different constituents by holding meetings under the chairmanship of the Principal. The other staff is engaged in a normal course under the direction of the Principal. The institution has an integrated framework for quality assurance of academic and administrative activities. IQAC identifies different areas to be strengthened. Various sub-committees

monitor the progress of those areas under the guidance of the Principal.

NAAC

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 10.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	12	10	10	10

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

The quality assurance procedures are implemented through the efforts of various sub-committees constituted in the college. The IQAC communicates with the different constituents by holding the meetings under the chairmanship of the Principal. The institution has an integrated framework for quality assurance of academic and administrative activities. IQAC identifies different areas to be strengthened. Every minute of meeting is recorded in the IQAC register and further action is taken as per guidelines of Principal.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 5

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description

List of gender equity promotion programs organized by the institution

Document

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

- All the classrooms are adequately ventilated and well-lighted and do not require artificial lighting during day time.
- The CCTV camera installation is in progress
- Students are instructed to switch off the lights and fans when not required. Faculty advisors depute students' representatives to check whether fans are switched off in unoccupied classrooms.
- The college has established computer labs and a language lab business lab to make the students e-literate. They are properly trained to shut down the systems and printers when not in use.
- The college has a Career Counseling and Guidance cum Placement Cell.
- Electronic equipments and gadgets are shut-off when not required.
- The dry leaves and the waste papers are not burnt but they are buried in the soil itself and used as organic manure.
- To maintain carbon neutrality college students and staff use public transport system and some come on foot.

- The students keep the college clean and uphold good personal hygiene.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 24000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 83.33

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 20000

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 24000

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

Waste Management steps including:

- Solid waste management : The college does not produce any hazardous waste that is unsuitable for disposal in the I & PH sewerage system, and there is a soak-pit for effluents from the Chemistry labs.
- Liquid waste management: Proper drainage system
- E-waste management: proper E-waste management, so that environment remain ecofriendly.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Rain water harvesting structures and utilization in the campus:

The college building supports Rain Harvesting System. The rain water is collected in a 50,000 litres of tank and the water thus collected is used to water plants in the college campus. Hence, the campus is made green and ecofriendly. The water is also used in the toilets and other cleaning purposes within the campus. To increase the ground water, the college celebrates Van-Mahotsav in which staff and students plant trees and inspire the students to plant more and more trees in their surroundings.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Green Practices

- Students, staff using
 - a) **Bicycles** :They are used by small groups of people due to hilly area
 - b) **Public Transport** :A large number of Students and staff members are using public transport.
 - c) **Pedestrian friendly roads**: The roads are in good condition, properly metalled and thus, pedestrian friendly.
- **Plastic-free campus**: This is a strict guideline of HP Govt and obeyed by the institution.
- **Paperless office** : We are following RUSA and so most of the work is paperless.
- **Green landscaping with trees and plants**: Our institution is full of lush green plants and trees thereby making it beautiful.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 18.73

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
24	.10	.10	3	1

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above**B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the

last five years**Response: 5**

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description**Document**

Number of Specific initiatives to address locational advantages and disadvantages

[View Document](#)**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response: 0**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description**Document**

Details of initiatives taken to engage with local community during the last five years

[View Document](#)**7.1.12****Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response: Yes****File Description****Document**

URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics

[View Document](#)

7.1.13 Display of core values in the institution and on its website	
Response: Yes	
File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations	
Response: Yes	
File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics	
Response: Yes	
File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions	
Response: Yes	
File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years	
Response: 3	

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

Institution organizes national festivals and birth / death anniversaries of the great Indian personalities: As per the guidelines of HP Govt., the institution celebrates Independence day, Republic day, Himachal day and also celebrates Teacher day and Science day. On these occasions, a platform is provided to the students to put forth their views and ideas. They are motivated to serve the motherland with selfless spirit. On these days, teachers of different faculties express their views and further encourage the students to contribute in the welfare of the nation. The Principal addresses the students and staff with a pledge to work in unison in the interest of the nation.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The college widely publicizes the information regarding admission in different courses along with the eligibility criteria, number of seats, date and procedure of admission through different news papers, the college website and social media. The college prospectus clearly mentions the detailed information regarding various courses being offered, fee structure, eligibility conditions, facilities provided and rules and regulations for students. The admission procedure is duly explained to the students by help desks of various student organizations in the college campus. The admission committee consisting of groups of teachers, headed by a senior teacher, counsels the students about different subject combinations and options they may choose. The college strictly maintains transparency in the admission process as the students are admitted purely on merit or through an entrance test. Merit lists of selected applicants, together with a waiting list, are displayed on notice boards on specific dates and times notified in advance. In addition, reporters from local news papers always remain curious to know the number of admission forms submitted, maximum and minimum % age in the merit lists, extension of dates for admission, etc. which contributes to a greater transparency. The students are given equal opportunity irrespective of religion, caste or gender. However the roster of reservation as per govt. instructions, is followed in letter and spirit.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

First Best Practice

1. Title of the Practice. Mentorship practice

• **Objectives of the Practice**

To Strengthen the bond between the teacher and taught and to provide academic support to the students.

• **The Context**

To check indiscipline, irregularity and lack of motivation among the students, the Principal and the teachers thought of introducing Mentorship system to motivate the students. The practice yielded rich fruit. As a result, students became more and more enthusiastic and started participating in all the curricular and extracurricular activities of the college.

• **The Practice**

Every class teacher is the ward tutor for his/ her class. He/ She meets them one hour in every week and takes care of:

- Mentoring and guiding them in academics and non-academic activities.
- Charting their progress through maintenance of progress records.
- Ensuring that the wards are aware of all the facilities provided in the college such as library, computer centre, Internet facilities, placement cell, societies, internships etc.
- Instilling values of discipline, punctuality, regularity, innovation, confidence through one-to-one counseling, group dynamics, group activities, seminars for students, lively discussions, field trips etc.
- **Evidence of Success**
- Reports from the Heads of the departments revealed that more than 50% of the students have shown remarkable change in their attitude to academic pursuits. It helped the students to improve their all round personalities and solve their problems.
- **Problems Encountered and Resources Required**

- It takes some time on the part of the teachers to trace out the slow learners.

College has to bear the expenditure involved in posting the cards to the parents or sending the messages regarding the performance of the students.

• **Second Best Practice**

- **Title of the practice: Book Bank**

- The college has already created a Book Bank to provide books for the underprivileged students which include students belonging to different categories such as those of the Scheduled Castes, Scheduled Tribes and Other Backward Classes. It also includes students belonging to BPL families. The main objective of the Book Bank is to reduce the economic burden of the students and to ensure that their education is not impeded due to financial handicap. A majority of the population in the Jukhala Block belongs to BPL families who cannot afford good education. Especially in the case of girls, these families are reluctant to invest in their education. Therefore, the college has taken up the initiative by providing books through the Book Bank.

The Context:

Realising the lack of resources and the financial problems of a majority of the families in the area, the college took up the initiative to promote education by helping the students with books. It was a move that was intended to draw as many students as possible to take up higher education and create brighter prospects for their future. The education of girl students, in particular, was a major concern. Most of the girls were not being sent to colleges because of financial and socio-cultural reasons. In this case, the initiative of the college has helped in encouraging education and literacy among the populace. This is evident from the fact that nearly 70% of the students in the college are girls coming from the adjoining areas lying within a 30km radius (as there is no other institute for higher education in the vicinity). Most of these girls belong to poor families and cannot afford quality education. But due to the college's initiative hundreds have been able to realise their dreams and can harbour hopes of a better future.

The Practice

- The college began the Book Bank in the academic session 2013-14. The books for the

5. CONCLUSION

Additional Information :

1. The campus of the college is situated at the base of Bandla range, consisting of sprawling lawns and serene environment of Dawin valley.
2. The campus is spread on a vast stretch of land which is approx. 8 acres for expansion of sports activities and hostel accommodation for the students.

Concluding Remarks :

Nestled in the foothill of Bandla range, with river pushpbhadra flowing closeby and a little away from the famous Rishi Markandya Temple, Govt. College Jukhala came into being as a new abode of higher learning in the year 2007. It has started from scratch and is making its presence felt slowly and steadily by providing education to the students of and around the Dawin valley.

Affiliated to HPU vide notification 1/347/2007HPU (acad) the college is imparting the education to the rural youth in different disciplines of humanities science and commerce at under graduate level. With “ Vishwas Sampada Mulam; Vidya Devlok; Budhi Gyanen Shudhyati” as its moto, the institution has excelled in the spheres of academics, cultural, sports and co-curricular activities in a short span of 10 years,.

In order to achieve excellence and high impact locally and globally, this college has Career Counseling Cell to provide information to the students about the different vistas open to them in the competitive world. The college has been continuously pacing ahead under the patronage of Government of Himachal Pradesh with creative team of 14 faculty members and total student strength of 491 in humanities, commerce and science.