YEARLY STATUS REPORT - 2020-2021

Part A
Data of the Institution

1.Name of the Institution	GOVT. COLLEGE JUKHALA, DISTT.-BILASPUR, H.P.
• Name of the Head of the institution	Bandana Vaidya
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01978286201
• Mobile No:	8219985060
• Registered e-mail	principalgcjukhala@gmail.com
• Alternate e-mail	bandanavaidya15@gmail.com
• Address	Govt. College Jukhala, Dhamthal, Himachal Pradesh
• City/Town	Bilaspur
• State/UT	Himachal pradesh
• Pin Code	174033
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Himachal Pradesh University, Shimla**
• Name of the IQAC Coordinator	**Sudama Ram**
• Phone No.	**6230088551**
• Alternate phone No.	**01978286201**
• Mobile	**9418000489**
• IQAC e-mail address	**principalgcjukhala@gmail.com**
• Alternate e-mail address	**sudamabhatia@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gcjukhala.ac.in/assets/uploads/file-251.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://gcjukhala.ac.in/assets/uploads/file-208.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.62**	**2018**	**02/11/2018**	**01/11/2023**

6.Date of Establishment of IQAC	**25/09/2013**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Centre Government	**Scholarships Schemes**	**Centre Government**	**2020-21**	**140000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	2	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Digitalization Minimizing environmental degradation. Development Programmes for Staff, Faculty and Students.

Fulfilling social responsibilities. Participation from stakeholders.

Enabling participation from the differently-abled students. Academic and administrative audit is done regularly.

UGC CBCS is being implemented smoothly.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
To start online Admission, Classes & Assignments	Done
To implement the Covid-19 SoPs in the institute.	Done
To inspire students to participate in Covid- 19 Awareness Programmes	Done
To complete the work of office digitization and library automation	Under Consideration
Utilization of Funds sanctioned for Infrastructure Development (Residential Accommodation & Multipurpose Indoor Stadium)	Under Process
To organize Faculty Development Programmes and National Conferences in the college	Under Consideration
To equip the faculty members with latest trends in the fields of education and research	Under Consideration
To extend the extension activities in collaboration with the local bodies	Under Consideration

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
IQAC	08/02/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	27/02/2022

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**3**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**248**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**164**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**52**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**12**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	0

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**19**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**40,07,278**
4.3 Total number of computers on campus for academic purposes	**18**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution is affiliated to Himachal Pradesh University, Shimla. The curriculum is devised and updated at regular intervals by the said university in consultation with the members of the Board of Studies of the concerned disciplines. It comprises of senior faculty members of various institutions affiliated to this university. Planning and implementation of the curriculum is done most effectively catering to the needs and interests of students and stakeholders, keeping in view the arger mission and the wider vision that defines the particular purpose which the institution stands for and seeks to promote. The mission of the institution is to fulfil what it has envisaged by providing quality education with the implementation of CBCS, which will enable students to become educated, responsible citizens and realize their status in the society. Since the academic year 2016-17, RUSA (CBCS) of UGC has been adopted by the institution as per the directions of Higher Authorities of the Govt. of Himachal Pradesh and guidelines of the UGC. The inter-disciplinary approach is adopted so as to enable students to have access to curricular and co-curricular

opportunities for enhancing academic acumen, employability and entrepreneurial skills. Ample choices are offered to the students by integrating CBCS and discipline specific, interdisciplinary electives in curricula to meet students' interests and aspirations. The institution publishes its prospectus every year that gives the detail of courses and distribution of marks/credits to be earned in a semester/year. The institution drafts a planned and proportionate time table well ahead of the commencement of the classes. Workshops and seminars such as RUSA orientation, workshops and admission guidance workshops are organized from time to time for the teachers and faculty members. The institution conducts regular meetings of the staff members, and teachers are encouraged to implement the curriculum through innovative teaching methods such as presentations, assignments, discussions, and seminars apart from traditional teaching methods. Attendance and CCA registers are prepared and maintained by the individual teachers. The extent of the syllabus taught is tested through various class tests and mid-term examinations. The mid-term tests are conducted in each academic semester/year to test the learning level of the students and to orient them for the end-term examinations conducted by Himachal Pradesh University, Shimla. Continuous Comprehensive Assessment Evaluation (CCA) has also been introduced with special focus on the programme structure, evaluation, grading system vis-à-vis the emphasis given to each component in the overall evaluation system.The inputs for curriculum planning are taken in the institution and conveyed to the higher authorities.The institution ensures that the UGC guidelines are implemented in letter and spirit. The teachers receive procedural and practical support from the institution and university authorities in implementing the curriculum. An established and furnished library of the institution assures the availability of the books related to new syllabi to the students. Project reports, assignments and house examinations help in the continuous and comprehensive evaluation of the students. The documentary record of these activities is kept by the teachers and also the institution.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

With commencement of the new session, the institution prepares its academic calandar in pursuance with the academic calandar of Himachal Predesh University and certain modifications are made by IQAC of the insitution keeping in view the local conditions of the area where the institution is located.The academic calandar includes the dates of the internal examinations, seminars, workshops, curricular and co-curricular activities. The course plan is prepared in accordance with class timetable, annual calendar and syllabus. It is also uploaded on the college website. House exams are conducted prior to end term examinations. The house exam committee is constituted in the college for the smooth conduct of internal examinations. Students are given assignments / questions to familiarize them with the pattern of final examination. Class tests, group discussions, seminars, quiz are conducted regularly. Peer tutoring and remedial classes are conducted for slow learners.The results / poor performances of students in MTTs are informed to parents by post. There is a complete transparency in internal assessment. At the beginning of year, faculty members inform the students about the various components of internal assessment. The internal assessment is prepared as per the university guidelines and is displayed on the notice board. IQAC of the institution monitors all academic activities.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://gcjukhala.ac.in/assets/uploads/file-208.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

NIL

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

NIL

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

The curriculum is aptly designed to address the cross-cutting issues in the contemporary world. Ours is a co-educational institution where gender equity is given priority and is nurtured effectively through various activities conducted from time to time. It has incorporated gender issues in the curriculum, most of the programmes address the problems of gender discrimination and how gender equity can be enhanced to form a healthy, harmonious and sensitized society. It regularly organizes programmes on human rights and gender equity along with student seminars on women empowerment and gender sensitization to awaken students about these pressing contemporary issues.The discipline of Environmental Science is a part of the curriculum which enables the students to become environment-sensitive. It is compulsory for all the students irrespective of their stream. The curriculum of most of the programmes coalesce social activism and imbibes awareness among the students to protect the environment from degradation. The institution maintains a tradition of imparting all-inclusive education to its students with an emphasis on ethical and moral values. It instils human values, professional ethics and mannerismsamong the students through the curricular and co-curricular activities.Thestaffdemonstrate integrity, unbiasedness, dedication and ethical behaviour in classrooms and in their working with other staff members and parents.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

4

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni   **D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows   **B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1200

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

50

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution takes all possible measures to understand the needs and requirements of the students in taking up different courses before the commencement of classes. Students are counselled at the time of admission by faculty regarding scopes and opportunities of different courses. Courses are offered in both mediums i.e Hindi and English. Advanced Learners are encouraged to take up tasks at state level and national level during the year along with main courses. They are encouraged to participate in group discussions, peer tutoring, co-curricular activities such as sports, cultural activities,etc. Slow Learners are involved in discussions related to their subject matter which encourage students to repeat the important conceptual points, ask questions related to their subject matter, encourage them to give answer with reasoning. Remedial classes are a part of teaching process to enable better performance by slow learners.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	View File

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

Number of Students	Number of Teachers
248	**12**

File Description	Documents
Any additional information	View File

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

The institution promotes the introduction of innovative teaching methods and student centric methods, such as:

1. Experimental learning. It plays an important role in enhancement of knowledge of students practically which is essential for teaching learning process. Following steps are part of pedagogy mainly in the discipline of Geography, Physics, Chemistry, Botany and Zoology:

a. Accumulation and analysis of survey data

b. Investigation of practical after experiment done in lab

c. Discussing a documentary/performance after watching it

2. Participative learning: To help students adapt smoothly into a new learning environment, the institution has constituted various committees in different fields such as sports, academics, cultural etc. which help them to provide an environment to participate in various:

a. Academic Activities such as class assignments, group discussions, seminars, and other interdisciplinary activities.

b. Co-curricular activities within and outside the college every year such as that of NSS, Red Ribbon Club, ECO Club, Rovers and Rangers,College Magazine, CSCA etc.

c. Value education and spiritual awakening

3. Problem Solving Methodologies: Students are engaged in problem solving puzzles/learning through:

a. Continuous taking up of the challenging issues of our nation and world such as that of environmental, educational, and professional.

b. Inviting students to solve a problem which involves critical thinking and can link theory with practical.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	https://hpuniv.ac.in/upload/syllabus/5b86478 16ac1fGeographyHonoursB.A.B.Sc.annualSyllabu s2018onward.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institution makes an appropriate use of ICT enabled tools to improve the teaching learning process. The faculty uses student centric practices in taking up classroom discussions,assignments, quizzes and tests etc for teaching learning along with conventional chalk & talk method for which the institution has ICT facilities as mentioned below::

1. Smart Class Room with Projector

2. Conference Room with Smart Podium

3. IT cum Language Lab

4. Muttipurpose Hall with LED

File Description	Documents
Upload any additional information	[View File]()
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

12

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

12

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

06

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

41 years

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The mechanism of internal assessment is transparent as list of internal assessment is displayed on the Notice Board before uploading it on the portal of Himachal Pradesh University. The students are assessed on the basis of house examinations, class tests, assignments, quiz and attendance etc. This internal assessment is an integral part of the total marks obtained by the students in the final result declared by the Himachal Pradesh University.The institution ensures that the students are conscious of the evaluation process through college prospectus and orientation programmes held at the beginning of every academic year. The transparency in internal assessment has been maintained according to specific parameters fixed by the Himachal Pradesh University while assigning internal assessment. These parameters are uniform for all affiliated colleges in the state. Continuous Assessment has weightage around 30%-50% depending upon course. The constructive and collective assessment has been completed on the basis of following criteria:

1. Conducting class tests regularly

2. Regular assignments given to the students by the respective teachers

3. Conducting seminars and presentations in the class

4. Ensuring student's participation in the classes by healthy discussion regarding topics taught in class

5.Conducting question-answer and doubt clearing session regularly in the class

6. Organizing tutorial sessions

7. Maintenance of CCA register

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

Internal examinations are conducted as per the academic calendar of the institution. Relevant changes are made in the same as per the convenience of the students. However there is no grievances reported on the part of the studens during the session 2020-21. The institution has also constituted a Student Grievances & Redressal Cell Committee, headed by senior teachers, and department's head which address grievances of student related to internal assessment awards. The internal awards are scrutinized by cell before sending to the university. The university offers a chance to the students about their answer scripts re- checked within a stipulated time.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Syllabus is framed by the Board of Studiescomprising of different departments of HPU in which the teachers of various colleges are also members. Hence all are fully aware of the adopted programmes and their outcomes.The institution website, prospectus, and annual report state the mission andobjectives of all departments. These media also highlight the achievements of the students. The learning outcomes are communicated to the students since beginning of the academic programmes during the counselling and orientation sessions. A unique set of learning outcomes have been defined for each course offered by the institution which helps in academic excellence,

personality development and social commitment of students. The curriculum and the syllabi of the academic programmes offered are smeared in such a way that these objectives are recognized after the successful completion of the programmes. Students acquire self-reliance, communication skills, academic writing skills, presentation skills, planning, and management through these programmes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The institution at the end of academic year carries out the evaluation process of the programmes' outcomes. During the academic year 2020-21, two students got job in Govt. sector.The institution observes the performance of the students through the class tests, student's participation in discussions, mid-term tests, presentations, quiz, attendance, participation of students in extra co-curricular activities such as cultural, sports, that of NSS, and Rovers & Rangers etc. Continuous assessment provides feedback on the efficacy of the teaching learning process in each course. As per the time-framed schedule issued by the university, the data of students' record is collected from the college office record and is used for further planning, and overcoming the barriers of learning.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

51

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://gcjukhala.ac.in/assets/uploads/file-212.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

1

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Various extension and outreach programmes such as blood donation camps, aforestation, AIDS awareness, social work, health and hygiene, campus cleanliness and beautification, awareness rallies and celebration of significant days (Science day celebration, Women's day celebration, Hindi Divas, Yoga Day etc.) are planned and organized by the NSS, Rovers and Rangers, Red Ribbon Club 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 to promote/ introduce such activities and to meet out the queries if any of the aspirants and volunteers.

The College organizes lectures, expert talks, competitions etc to promote extension activities. Faculty members, student volunteersare actively involved in mobilizing the students for participation in these activities. These extension activities instilamong the students a sense of cooperation, feeling of social responsibilities, adjustments, 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.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

9

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

101

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

NIL

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

NIL

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has 19classrooms, one conferencecum seminar hall, one smart class room, a multi-purpose hall having LED of latest technology with the seating capacity of 100 students, a geography lab, an ICT Lab, a music room, a sports-cum gymnasium room, an NSS room, and a Rover- Ranger room/First Aid room. It also has a spacious parking zone. There are well equipped laboratories in each subject i.e. Geography, Botany, Chemistry, Physics, and Zoology. For the convenience of differently abled /PWD(Divyangjan) students separate lavatory facility is provided in the college. The staff of the institution is also provided with such facility adjacent to their staff room.

The institutionhas a well-equipped Computer Lab available for the students, Career Counseling/Guidance Cell and Language Lab.

The proposal to construct a new Multi Purpose Indoor Stadium, residential accommodation Type-V has been approved by the State Education Department and the requisite formalities are under process in this regard.

Besides these, the institution has one playground for sports. CCTV surveillance has been enabled in the institution to ensure the safety and security of students as well as of college property. It also provides safe drinking water. Fire-extinguishers have been installed at the strategic points including an emergency door in each floor. Students are provided with bench facilities in corridors and in theplayground.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

The institution organises various cultural activites and events organised by different clubs and societies, NSS, Rovers & Rangers

units for which there are facilites of separate music room and multipurpose hall. The College has a playground where different sports and games are carried from time to time such as during Athletic meet and various other recreational sports' activites. It also has indoor facilites for games such as Table Tennis and Carrom. There is one common gymnasium for girls and boys having all essential euipments/facilites. There is one separate Yoga Hall where different Yoga activites are conducted regularly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4000000

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library has manual management system in which record of items, books, nespapers, magazines, orders made, bill paid, newspaper reports etc. are duly and properly maintained. The institution is planning to upgrade the library with digitalautomatisation and modern tecnological advancements to keep the students abreast with quality standards in contemporary education with regards to National Educational Policy implemented recently.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   **D. Any 1 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)

1349

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

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

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

20

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has two Wi Fi access points provided by BSNL. It has a well established Computer Lab (ICT Lab) with 15 computersto impart quality education to the students. The college uses LED projectors for teaching. There are sufficient number of desktops maintaining student to computer ratio 1:16.The students from various faculties use ICT Lab to make presentations and other assignments given by their respective teachers on periodic basis.During the session 2020-21 the institution has also established aLanguage Lab (Career Lab) with therelevant softwares out of the fund received from the state government. Efforts are being made to connect each computer with high speed internet connection in the upcoming session understanding the issue of the locale of the institution in rural set-up.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

20

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

7278

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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.

The grant received by the institution from government and the funds available in the institution are utilized for new construction, renovation and for upkeep of all the infrastructure. The construction and major maintenance is carried out by the Himachal Pradesh Public Works Department (HPPWD), whereas the minor maintenance is done by the Building Fund Committee from time to time. To ensure the safety of the students, CCTV cameras are fixed at certain points and more CCTV cameras have been proposed to be installed in near future for strict vigilance. The Laboratories of the Faculty of Science, Department of Geography, and IT Lab are well- maintained with the latest techniques. Smart Classroom-cum-video Conferencing Room is used by the faculty and departments as per their need.

The institution has constituted different committees like Purchase Committee, Campus Beautification Committee, College Development and Maintenance Committee and Library Advisory Committee to inspect, look after and maintain infrastructural, academic, and support facilities. The equipments required to update the facilities in various laboratories are purchased by the Purchase Committee as per the requirement of the respective departments. There are proper stock registers in which all the purchases are entered and the articles are handed over to the custodians of respective departments. The library of the institution has text-books, magazines and a regular supply of newspapers to supplement the reading habit of the students and provide them access for wider knowledge. The library maintains register of students and the staff visiting the library. To make the students equipped with basic knowledge of computers, the students are given preference to learn computers in the IT Lab. Ensuring the safety of the students, the fire extinguishers have been installed at all the strategic points in the college campus and are checked periodically. In order to encourage hygiene among girl students, a Sanitary Vending Machine and an Incinerator in the girls' toilet have been installed. There are various facilities to engage all students through gymnasium and sports activities in college. The participation of the students in Inter-College Championships is promoted by providing special coaching to the students. The college has one playground which is used to play different games. The college has one multipurpose hall which is used to conduct Mid-term, End-term examinations and co-curricular activities.

The institution has succeeded in making optimal use of the existing

classrooms/ lecture theaters, avoiding overlapping of classes. While preparing Time-Table, classes are allotted consulting the non-occupancy of a particular room in a particular period. The Science departments having practical component of inter-disciplinary nature, use the facilities of one-another interchangeably as required. The students are provided with college identity-cum-library card to access library. The institution has restricted the number of borrowings and also fixed the date of return to ensure proper circulation of books for a better utilization of library books. There is a well maintained register to use ICT lab for learning purpose and students are also allowed to use printer and scanner to take copies of study material.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

24

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	<u>View File</u>
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
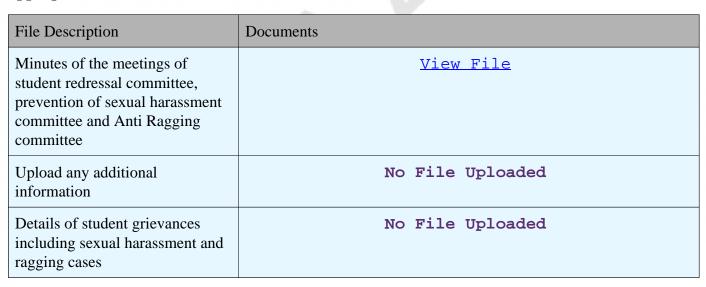
180

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

180

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

42

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

NIL

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

NIL

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	No File Uploaded

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

The institution has a College Students' Central Association (CSCA) that works to promote student welfare. With letter No.3-1/80-HPU (Gen l.) Vol.XII dated 22 August 2015, the Himachal Pradesh University Executive Council agreed that the CSCA would be formed on a nomination basis during the academic session 2014-15. For the formation of CSCA, this institution follows Himachal Pradesh University's regulations and requirements. The College Students Central Association and its Executive Committee are advised by the Principal of the College. A President, a Vice President, a secretary, and a Joint Secretary make up the Executive Committee. They are chosen based on their performance throughout the previous academic session. For each class, one class representative is chosen from each of the college's streams. Two students are nominated as Office Bearers to various academic and administrative bodies/clubs/committees from outstanding students excelling in each co-curricular activity such as culture, sports, N.S.S., Eco Club, Rovers & Rangers, and Red Ribbon Club. In addition to it, the CSCA body also assist in preserving discipline in the college campus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

1

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Old Students Association (OSA) is functioning in the college. This organization is actively involved in conducting various activities in the institution such as: Blood Donation Camp, Legal Awareness Camp, Infrastructural Development works etc. The Alumni Association also sponsors scholarships to the meritorious and poor students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION

Our vision is to be an institution of excellence in higher education that continually focuses towards character building and to make a life-long difference to the lives of rural youth through holistic education with global standards.

MISSION

The mission of the institution is to aim at wholesome development of students through education and to prepare them to face the challenges of new millennium while keeping the ethics and moral values intact. It aims at providing education to all the students coming from different strata of society and creating an amiable and conducive environment for learning. Our programmesemphasize equality, academic excellence, reflective practice, curriculum integration and advocacy. We cater to the needs of our students by providing them resources such as library andlaboratories. We also arrange career counseling for their better future. The college also seeks to inculcate qualities of competence, confidence and excellence among students through co-curricular and extracurricular activities like Sports, Cultural Activities, that of NSS andRovers & Rangers. This makes our students proud and respected human resource to build a constructive society and inbuilt in them values like self-discipline, simplicity, sincerity and humility.

Leadership is focused on vision, motivation and the future of the students. College management provides systems and processes essential to the smooth day-to-day running of the institution. A reasonable portrayal of faculties like humanities, sciences, and commerce is assured while comprising committees for different activities related to fair functioning of the institution for different exercises with respect to the working of the institution. Recommendations given by the OSA members for the betterment of the institution are considered properly by the institution's management. The dearth of teachers has been sorted out with the consent of college PTA body arranging respective subject teachers on temporarily basis. Students are assessed on regular basis through class-room interaction, class tests, and mid-term examinations and then the required reinforcement is given accordingly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Govt College Jukhala, a govt. affiliated institution, follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. This institution is affiliated withHimachal Pradesh University, Shimla. The Govt. of Himachal Pradesh and H.P. University delegates various authorities to the secretary, director and principal whoin turn share it with the different levels of functionaries in the college. The heads of departments, the conveners of various committees and cells along with the staff representatives play an important role in implementing the various policies of govt. and university. The two significant processes undertaken by our institution are academics and co-curricular activities. These are accordingly managed by the institution in a decentralized and participative mode. As far as academics aspect is concerned, admission and examination are the two decentralized practices of the institution. The admissions to different subjects/courses of study for undergraduate level are made purely on merit basis. Several admission committees are constituted at the commencement of each academic session to manage and regulate admissions to different classes. These committees are mentioned in the institutions's prospectus and on the institutional web site for the convenience of the students. The application forms submitted by the students are accordingly inspected by the committees to verify that the applicants accomplish the basic eligibility conditions for admission to the college. Merit lists for various subjects/courses of study are prepared consequently. These merit lists are also displayed on the notice board to confirm transparency in the admission procedure. The applicants are then allowed to deposit their fee and funds. The admission clerk then maintains the record of students in the available software. The process of internal examination/mid-term tests is also accomplished in a decentralized mode. The dates for these tests are decided at the meeting of the staff council. The Examination Committee then ensures timely printing of the question papers and other examination material. Teachers are put on invigilation duty during the actual conduct of these examinations, and the non-teaching staff is also assigned various duties. The faculty and the non-teaching staff also help the

students in filling up their examination forms for the End-semester Exams/Annual Exams conducted by the university. The teaching and the non-teaching staff are allocated several duties as per the university norms for the smooth conduct of these exams. The same decentralized and participative mode of governance is also adopted with regards to other co -curricular affairs of the institution like, sports, cultural activities, that of NSS, Rovers & Rangers, Eco-Club and Red-Ribbon Club. In order to organize sports as well as cultural events, various committees are constituted by the organizing secretary under the guidance of the head of the institution. While organizing annual sport meet and other inter college championship, the institution adopts the practice of decentralization and participative management. Similar pattern of decentralization and participative management is put into practice while organizing cultural events like CSCA and annual prize distribution function. Respective committees accomplish their assignment/roles diligently. Besides, the in-charges of variousclubs/units like NSS, Rovers & Rangers, Eco Club, and Red Ribbon club distribute the different assignments among volunteers to train them in participative management and sharing responsibility. Also, in various activities of institution, the staff members, students, old students and other stakeholders like PTA members are actively involved. As a result of this decentralization, we have been able to give importance to participative management. Both students and staff are allowed to share any suggestions aiming at the development of the institution. Every employee and student is encouraged to give suggestions which are taken up seriously by the advisory body of college. We have installed suggestion boxes in the college for inviting suggestions which are monitored by suggestion box committee. Parent Teacher Association meetings are facilitated through staff meetings and departmental meetings. Such meetings are supported by informal discussions on important issues about the future course of action.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Type

Data

Admission of Students

Admissions are made on merit basis.

Curriculum Development

The senior faculty are the members of Board of Studies of the affiliating

university (HPU). They are actively involved in framing the syllabus as per

guidelines.

Teaching and Learning

Teaching and learning caters to the diverse need of the present day

society.

Regular classes, class tests, house examination, tutorials etc. are

the integral part of teaching and learning process.

Examination and Evaluation

End term (Annual) examinations, House examinations, class tests and Practical Examinations along with continuous comprehensive assessment are conducted as per HPU directions/schedule.

Spot evaluation of annual examination scripts is carried out at designated

evaluation centers created by HPU.

Research and Development

The individual faculty members actively participate in national/International seminars, conferences, webinars, workshop etc. Most of faculty members also publish books, papers in the Journals of repute.

Library, ICT and Physical

Infrastructure / Instrumentation

Library is well equipped with text books, reference books, magazines, newspapers etc.

Teachers are also making use of ICT methods appropriately.

Physical infrastructure is adequate to cater to the requirements of students and teachers. Our institution has a gymnasium facility also.

Human Resource Management

Human resource available in the institution is adequate and their energies are properly utilized according to their capacity and aptitude.

Work is assigned accordingly in the interest of students and the institution.

Students and teachers participate in various personality development activities every year.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Principal is in-charge of the budgetary as well as managerial issues of the institution. Different committees are comprised to execute the arrangement and approaches of Department of Education according to rules issued by Principal Secretary of Education. Principal acts as an administrator and supporter to different committees and bodies, which release their duties as per the instruction strategy of State Govt. Principal makes all the purchases by discussing with the College Purchase Committee as per the tenets and directions laid

down by the government. The planning and decision making in case of budgetary issuesrests with the Principal, however different committees formed hold meetings and forward proposals which are ratified by the Principal. As the institution is represented by HP Govt., the enlistment, advancement, and administration rules are chosen by the government. The recruitment of teachers is done by HP Govt. through HP Public Services Commission in an open national level competition, whereas the non-teaching employees are appointed as per the norms of the Govt. of Himachal Pradesh. The institution is not approved to recruit teachers on regular basis but rather some gap arrangements are made at institutional level through PTA on temporary basis. The college has set up a system for redressal of complaints. There is a Grievance Redressal Cell which performs its duty consistently.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

This is a governmentinstitution and therefore it has to follow

welfare measures provided to teaching and non-teaching staff as per regulations and policies decided by the State Government. The college administration is fully compassionate in every way to improve the professional growth of its teaching and non-teaching staff. Following welfare measures are available to all teaching and non teaching staff:

(i) Faculty members are regularly encouraged to participate in Orientation Programmes, Refresher Course, Faculty Development Programs, Seminars and Workshops for up-gradation of their academic knowledge. Freshly recruited teachers undergo Induction Training Programmes at Govt. College of Teacher Education Dharamshala and State Council for Education Research and Training (SCERT) Solan. Non-teaching staffis also allowed to undertake various training programs for enhancing its professional knowledge. ICT training is also provided to the staff.

(ii) Faculty members appointed prior to 2004 are eligible for pension benefits on retirement while those appointed after 2004 are covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by retiring faculty as per government norms.

(iii) Medical reimbursement, medical allowance to teaching and non teaching staff is paid as per the provisions approved by Govt. of H.P.

(iv) The salary component and other monetary benefits are given as per the recommendation of the UGC and state pay commission. Annual Increment@ 3% is given every year for every teaching and non-teaching staff of the college.

(v) Promotion/Career Advancement Scheme has been implemented for all regular staff as per the guidelines of the UGC/State Government. Various allowances like HRA, Compensatory Allowance and DA are given as per the Centre Govt. / State Govt. notifications.

(vi) Loan facility (without interest) from the General Provident Fund is available for teaching and non-teaching staff.

(vii) The employees avail duty leave for attending Seminars/ Conference/ Orientation Programmes/ Refresher Courses. The employees also avail TA/DA whenever they go out for official work.

(viii) Group Insurance Scheme is available for all the staff members.

(ix) The staff members can avail the leave salary of 300 days Earned lLeave (maximum) after their retirement.

(x)) Leaves to teaching and non-teaching staff are given as per the guidelines of the Govt. of H.P . These are the different types of leave which can be availed by all the employees of the institution :

(i) Maternity leave (28weeks)

(ii) Paternity Leave (2 weeks) ,

(iv) Study Leave

(v) Special Leaves are granted for attending sports meet

In addition to this, The Sexual Harassment Cell of the institution prevents any gender-based harassment in the work place. The institution provides automated salary transfer to its employees. Ward quota in admission is available as per university norms.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

NIL

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

NIL

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

2

File Description	Documents
IQAC report summary	[View File](#)
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	[View File](#)
Details of teachers attending professional development programmes during the year (Data Template)	[View File](#)

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

As the institution is government-run, all the faculty members are

appointed by Principal Secretary, Higher Education, Govt. of Himachal Pradesh, Shimla through the HPPSC. Salary grades and other emoluments are granted as per UGC pay commission recommendations adopted by the state government.

The institutionhas performance based appraisal system for teaching and non-teaching staff. The achievements of faculty members are monitored and evaluated through the Annual Confidential Report (ACR) and Performance Appraisal System as per the guidelines of the UGC and State Government. All faculty members fill the prescribed proforma for self appraisal. This appraisal report is based on the annual performance of the staff members on the basis of their academic, administrative and other extra-curricular activities. The performance appraisal report duly filled by faculty and further reviewed by IQAC is further assessed by the Principal, The ACR of the teaching and non teaching staff is also communicated to the peers in the Department of Higher Education as per UGC guidelines, which is further reviewed for career advancement, promotion of faculty member and other purposes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

To manage the financial works, the institution has designed internal and external management /control system. Annual budget is provided to the college by the Directorate of Higher Education in the start of financial year. Norms have been set up to make expenditure by the department concerned.

A committee comprising of bursar and other senior faculty members has been framed. The college bursar ensures the mechanism of proper accounting for receipts and payments of the student funds .This committee monitors the receipts and expenditures of the institution and verifies the bills and vouchers after observing codal formalities. The superintendent supervises the expenditures and the expenditure so incurred is duly audited by local audit agency of HP Government, HPAG Shimla and authorized Chartered Accountant (CA).

This internal audit committee reports to the Principal of college. CAG and CA conduct the external audits regularly. Besides this, audit of the NSS funds is also done by external auditor. The Department of Higher Education allocates budget on request and demand from the college. The salaries and payments are made through government treasury after passing the bills by the treasury officer. The payments are directly credited in the accounts of concerned employees. The tuition fee is collected and deposited in the Government Account through challans. All Government financial transaction is online and thus transparent. Receipts and payments books are audited by auditors of the office of the Accountant General Himachal Pradesh. Available sources of resource mobilization are the student's amalgamated fund (AF) and PTA fund. This money is used for the developmental activities of the college. For other developmental activities like infra structural development, requirements of books for library, establishment of computer lab etc. funds are sought from the Directorate of Higher Education which in turn are allocated depending on their availability.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The availability as well as mobilization of funds is essential for

development of any organization. The institution being a govt.-runfollows the strategies for mobilization of funds and the optimal utilization of resources as directed by state government. Major sources of funds for the institution are allotments from state government. development grants under RUSA, developmental grants from UGC, PTA fund collected from the parents and different student funds. The Principal who is the Distributing & Disbursing Officer, monitors the optimal use of the resources received from the government through discussion with the College Advisory Committee, Development Committee and Purchase Committee. The received grant goes through the various procedures involving the DDO, the Bursar, the Purchase Committee and the college office before it is finally spent for the purpose it is meant. The received funds are effectively utilized for maintaining and upgrading better infrastructural facilities, enhancing the academic environment and for the betterment of the students, teaching and non- teaching staff. The institution encourages the voluntary donors to donate funds liberally to the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The IQAC has promoted ICT based teaching-learning process. It helps to create an environment that helps the college to achieve its objectives in accordance with the vision and mission of the college. It has been a constant effort on the part of the IQAC to bring the latest technology to the college in order to update its functioning. One virtual classroom, with the facilities of podium, TV, cameras and interactive panel has been established to enable the students to be in tune with the growing demands of the modern world. The cell has aimed at the overall development of students by encouraging students to participate in the co-curricular activities. A modern gymnasium with latest facilities has been installed to encourage them to become fitness freaks. The IQAC has implemented a feedback system for students to make teaching- -learning more effective and result oriented. Feedback system is crucial to institutional progression as it allows for self- assessment and reformation. The feedbacks submitted are analyzed and measures are taken for

reformation and improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching-learning process and learning outcomes at regular intervals through IQAC. Student Satisfaction Survey (SSS) on teaching-learning process is collected and report is analyzed and discussed in the IQAC meeting which helps to take required steps. The IQAC promotes the greater involvement of ICT in teaching-learning to make teaching learning-process more effective and more learner-centric. The midterm examinations on a periodic basis help in assessing the learning outcomes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The UNESCO's Education 2030 Framework for Action was adopted by 160 countries in 2015. It recognizes the importance of gender equality in achieving the right to education for all. The agenda states that it is "committed to supporting gender-sensitive policies, planning and learning environments; mainstreaming gender issues in teacher training and curricula; and eliminating gender-based discrimination and violence in educational Institutions. Govt. College Jukhala promotes gender equity and gender sensitization through following measures:

A Generic course on 'Contemporary India: Women and Empowerment' is offered to third year students, which helps them identify and understand the key issues related to gender bias and inequality. Real-life case studies are discussed to provide a deeper insight into them.

The institution has constituted a Sexual Harassment of Women at Work Place cum Women Grievances Redressal Cell for safety and security of girl students. The institution is always ready to deal with the matters pertaining to any kind of harassment and gender sensitivity.

In addition to it, the Anti-Ragging Committee has also been formed as per the UGC guidelines.

A separate committee for discipline takes every care to maintain healthy and stress free academic environment in the campus.

The campus is made secure by locking the gate so that no vehicles

can enter without permission. CCTV cameras are installed at different locations on the college building for the safety and security of the students.

To facilitate girl students with personal hygiene, a sanitary napkin vending machine has been installed in the institution.

The institution ensures regular counselling of the students through classroom teaching.

Various programmes are organised by Counseling Cell for Adolescent Girls related to the topics like women empowerment, girl education, women safety, self-defence and adolescent problems.

The institution has the facility of a Common Room for girls and boys where they can sit and relax. Separate lavatory facilities for girl students are also available.

Girls and boys use common sports facilities like gymnasium, indoor games complex, outdoor basketball and cricket without gender restrictions.

Physical and other activities like Yoga, dance, music, theater classes are conducted regularly.

File Description	Documents
Annual gender sensitization action plan	As details given above
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	a, b and c. Relevant information has been given above

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution pays special attention to managing solid, liquid and e-waste. Separate dustbins for biodegradable and non-bio-degradable waste are placed in the campus. Bins have been provided across the campus for collection of the solid waste. These bins are colour-coded specific to a category of solid waste, viz. Green – biodegradable, organic waste like cooked food, vegetables, fruit, leaves etc. and Blue – Recyclable waste like paper, cartons, cans, metallic items etc.

1. Solid waste management

In order to keep the campus clean and its environment hygienic, the solid waste management is used effectively in the institution. The solid waste generated by all sorts of routine activities carried out in the college includes paper, plastics, glass, left-over food, etc. The NSS unitthrough its cleanliness drives helps in keeping the campus of the institution clean. One incinerator is installed in girls' washroom to dispose off the waste in toilet. A pit has been formed in the institution premises where biodegradable waste is collected and dumped for manure production. This manure is thereafter used for gardening. Non-biodegradable waste such as plastic and paper material is segregated and is converted into eco-bricks.

2. Liquid waste and Biomedical waste management

The science laboratories and concerned departments produce negligible liquid waste and biomedical waste.

3. E-waste management

As the institution is situated in the rural area of the district and it is not in the municipal corporation or committee jurisdiction, therefore, the e-waste management system is not feasible in the campus of the institution. The non-working computer's spare parts and other non working equipment are disposed off safely. The

cartridge of laser printers is refilled outside the campus. USB batteries are recharged/repaired/exchanged by suppliers.

4. Water Recycling System: Not required

5. Hazardous chemicals and radioactive waste management

The science laboratories produce negligible hazardous material.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Geotagged photograph Uploaded in Any other relevant information below
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Govt. College Jukhala believes that the more diversity we have, the more we are empowered to express ourselves. The feeling of inclusivity is inculcated from the day a student joins this institution. Induction is done to remove the initial fears and students are encouraged to mix with others who come from diverse cultural and socio-economic backgrounds. The college takes various initiatives to celebrate important days, national festivals, and other such activities to deliver a comprehensive atmosphere by bringing students and teachers on a single platform. Some of the important days celebrated by the institution are World Hindi Day, National Youth Day, International Women's Day, International Girl Child Day, Human Rights Day, and others. Debates, declamations, group discussions, street plays, role plays etc. are organized to promote the message of unity and tolerance amongst students. Various clubs have been formed where students get an opportunity to showcase their talent in different fields. All teaching staff, non-teaching staff, and students participate for the cause of the nation. The inspirational talks are delivered by dignitaries. These functions help to develop harmony towards different cultures and religions and among linguistic, communal, social, economic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Govt. College Jukhala has always taken an initiative to sensitize students and employees about their fundamental rights, civic responsibilities, values, and duties. Some of the initiatives taken to inculcate these values for being responsible citizens are:

1. Special Guest Lectures to inform students of their basic human rights which are fundamental in governance and play a pivotal role in making a civilized society.

2. Constitution Day (Samvidhan Diwas) observation to commemorate the adoption of the Constitution of India. The students are made aware of the significance of this day and the Fundamental Rights and Duties embedded in our Constitution.

3. Republic Day and Independence Day is celebrated every year to thank and remember our great freedom fighters.

Thus, with an aim and objective to disseminate the values enshrined in our Constitution, the institution has endeavoured to create awareness among all the stake-holders including students, faculty and community, and to inculcate the right values by imparting holistic education and also through conducting various outreach activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution organizes number of activities for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace), national values, human values, national integration, communal harmony and social cohesion. Theme-based activities and events are organized throughout the year. The institution also organizes the birth anniversaries of the great Indian personalities to inspire the students to imbibe their qualities and to acknowledge the contribution rendered by them in shaping India. Teachers' Day is celebrated to mark birth anniversary of Dr. Sarvapalli Radhakrishnan. Gandhi Jayanti is celebrated to commemorate the contribution and sacrifice of the father of nation M.K. Gandhi and veteran leader Sh. Lal Bahadur Shastri. Birth anniversary of country's first Prime minister Pt. Jwahar Lal Nehru is celebrated as Childrens' Day. 12th January, the birth anniversary of Swami Vivekanand as National Youth Day; 14th April, the birth anniversary of Dr Bhimrao Ambedkar, etc. Various national and international days are celebrated all through the year keeping in mind the diversity of the students on campus. This is done to inculcate the right values towards each other and the society at large. The following are some of the significant days in the academic calendar that are celebrated annually with great fervour and energy:

1. Independence Day (15th August) is celebrated with great pride and enthusiasm. Patriotic songs, dances, NSS parade, address by the Principal are all a part of the massive celebration.

2. World Cancer Day (4th Feb) The scourge of cancer together with utter lack of knowledge in rural areas is a live case for the institution to involve its faculty and students in not only taking up the issue for one day but a full week is devoted to spread of

awareness.

3. International Women's Day (8th March) is the highlight of the month of March. Various events are organized to celebrate Women's Day.

4. Swachhta Diwas (2nd October) is celebrated with a cleanliness drive in campus and in the villages nearby. Regular interaction is done with the neighbouring villages explaining the ill effects of plastic, burning garbage, importance of health and hygiene.

5. National Science Day (28 February)

6. International Yoga Day (21 June)

7. Environment Day (5 June)

8. World AIDS Day (1 December)

9. World No Tobacco Day (31 May) etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice-1

Title of the practice: ICT Enabled Campus

Objective of the practice:

1. To enhance ICT skills among learners.

2. To use ICT significantly in the teaching learning process.

3. To provide online study material to the learners by using various

digital tools.

The Context:

AsGovernment College Jukhala is situated in remote locale, there are no bookstores which can provide relevant and quality study material to the students. Nearest bookstores to the institution areabout 25km away, so visiting and purchasing books from such distant stores remains a challenge for the students. But to meet the needs of the institution and students, it is important to enhance the online study materials and ICT facilities. The students have access to the learning resources enriched study material from Computer Lab in the institution. It enhances scope of education by facilitating mobile learning and inclusive education. With the advancement of technology, we wish our students to explore the world through e-learning resources.

Evidence of Success

The students liberally access Computer Lab. They download soft copies of the required textsand read as per their convenience. Students explore new worlds through such resources.

Problems Encountered and Resources Required

Since, most of the students hail from rural areas, there is a severe problem of internet connectivity. As the institution is located in a rural area, the LAN connectivity and internet facilities are not up to the mark. Moreover, some students are not acquainted with the use of internet facilities. The institution needs network connectivity with high speed so that the students can avail the uninterrupted internet facilities. The institutionrequires an efficient human resource, infrastructure, and financial assistance for the successful execution of the practice.

Best Practice-2

Title of the practice: Community Interface

Objective of the practice:

- To sensitize the general public about the SoPs during Covid -19

pandemic, general hygiene and cleanliness of environment.

- To work in unison with the local bodies.

- To foster spirit of community service among the students.

- To create a sense of cooperation, integration and unity among the students.

- To eradicate the social evils prevailing in the society.

Context of the practice:

The institution fosters the spirit of social service and community belongingness among its students as it provides ample opportunities for them to engage in extension and outreach activities via NSS, Eco Club, Rovers & Rangers, and Red Ribbon Club etc. Regular cleanliness drives such as 'Swachhata Abhiyan' are undertaken by different departments and clubs. The objective of this practice is to keep the campus and surrounding areas clean and also inculcate the habit of cleanliness and a sense of dignity of labour among students.

Evidence of Success

During the Covid-19 pandemic, students actively participated in sensitizing the local people about Covid-19 SoPs and worked with local administration. There has been a positive and visible improvement in cleanliness of the institution'scampus and surrounding areas. This also results in a sense of selfless service and belonging to the institution in which they spend formative years of their life. Regular interaction of students with health personnels has created awareness about the menace of drug abuse among them.

Problems encountered and Resources required

There is a need to provide sufficient funds and ample opportunities for the employability in community services.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The hallmark of our institution is its eco-friendly campus. The institution has always tried to inculcate eco-sensitivity among students and imbibe in students the spirit of environmental consciousness. It motivates students to conserve the flora and fauna available anywhere and not just in the campus. The institution is located in the lap of nature. Majority of the students belong to the rural areas and are a part of an agrarian society. This cultural belief is used to motivate and encourage the students to save, protect and grow the forest cover. A variety of trees have been planted in the institution. The plants are distributed among the e students to develop a sense of responsibility towards the environment. The surviving plants have grown at a healthy rate. The students take a keen interest in these activities and have successfully planted trees in the campus, around their homes and villages. In addition, the students have been enthused with sense of responsibility towards mother nature by inculcating in them the habits of environmental cleanliness and ecosystem restoration. The institution has been conferred with the Green Champion Award for the academic year 2020-21 by Mahatma Gandhi Council of Rural Education, Department of Higher Education, Govt. of India on recognition of its eco-friendly ways of sustaining our ecosystem.

Part B
CURRICULAR ASPECTS
1.1 - Curricular Planning and Implementation
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution is affiliated to Himachal Pradesh University, Shimla. The curriculum is devised and updated at regular intervals by the said university in consultation with the members of the Board of Studies of the concerned disciplines. It comprises of senior faculty members of various institutions affiliated to this university. Planning and implementation of the curriculum is done most effectively catering to the needs and interests of students and stakeholders, keeping in view the arger mission and the wider vision that defines the particular purpose which the institution stands for and seeks to promote. The mission of the institution is to fulfil what it has envisaged by providing quality education with the implementation of CBCS, which will enable students to become educated, responsible citizens and realize their status in the society. Since the academic year 2016-17, RUSA (CBCS) of UGC has been adopted by the institution as per the directions of Higher Authorities of the Govt. of Himachal Pradesh and guidelines of the UGC. The inter-disciplinary approach is adopted so as to enable students to have access to curricular and co-curricular opportunities for enhancing academic acumen, employability and entrepreneurial skills. Ample choices are offered to the students by integrating CBCS and discipline specific, interdisciplinary electives in curricula to meet students' interests and aspirations. The institution publishes its prospectus every year that gives the detail of courses and distribution of marks/credits to be earned in a semester/year. The institution drafts a planned and proportionate time table well ahead of the commencement of the classes. Workshops and seminars such as RUSA orientation, workshops and admission guidance workshops are organized from time to time for the teachers and faculty members. The institution conducts regular meetings of the staff members, and teachers are encouraged to implement the curriculum through innovative teaching methods such as presentations, assignments, discussions, and seminars apart from traditional teaching methods. Attendance and CCA registers are prepared and maintained by the individual teachers. The extent of the syllabus taught is tested through various class tests and mid-term examinations. The mid-term tests are conducted in each academic semester/year to

test the learning level of the students and to orient them for the end-term examinations conducted by Himachal Pradesh University, Shimla. Continuous Comprehensive Assessment Evaluation (CCA) has also been introduced with special focus on the programme structure, evaluation, grading system vis-à-vis the emphasis given to each component in the overall evaluation system.The inputs for curriculum planning are taken in the institution and conveyed to the higher authorities.The institution ensures that the UGC guidelines are implemented in letter and spirit. The teachers receive procedural and practical support from the institution and university authorities in implementing the curriculum. An established and furnished library of the institution assures the availability of the books related to new syllabi to the students. Project reports, assignments and house examinations help in the continuous and comprehensive evaluation of the students. The documentary record of these activities is kept by the teachers and also the institution.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

With commencement of the new session, the institution prepares its academic calandar in pursuance with the academic calandar of Himachal Predesh University and certain modifications are made by IQAC of the insitution keeping in view the local conditions of the area where the institution is located.The academic calandar includes the dates of the internal examinations, seminars, workshops, curricular and co-curricular activities. The course plan is prepared in accordance with class timetable, annual calendar and syllabus. It is also uploaded on the college website. House exams are conducted prior to end term examinations. The house exam committee is constituted in the college for the smooth conduct of internal examinations. Students are given assignments / questions to familiarize them with the pattern of final examination. Class tests, group discussions, seminars, quiz are conducted regularly. Peer tutoring and remedial classes are conducted for slow learners.The results / poor performances of students in MTTs are informed to parents by post. There is a complete transparency in internal assessment. At

the beginning of year, faculty members inform the students about the various components of internal assessment. The internal assessment is prepared as per the university guidelines and is displayed on the notice board. IQAC of the institution monitors all academic activities.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	https://gcjukhala.ac.in/assets/uploads/file-208.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

3

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

NIL

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

NIL

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

NIL

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	**No File Uploaded**

1.3 - Curriculum Enrichment

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

The curriculum is aptly designed to address the cross-cutting issues in the contemporary world. Ours is a co-educational

institution where gender equity is given priority and is nurtured effectively through various activities conducted from time to time. It has incorporated gender issues in the curriculum, most of the programmes address the problems of gender discrimination and how gender equity can be enhanced to form a healthy, harmonious and sensitized society. It regularly organizes programmes on human rights and gender equity along with student seminars on women empowerment and gender sensitization to awaken students about these pressing contemporary issues.The discipline of Environmental Science is a part of the curriculum which enables the students to become environment-sensitive. It is compulsory for all the students irrespective of their stream. The curriculum of most of the programmes coalesce social activism and imbibes awareness among the students to protect the environment from degradation. The institution maintains a tradition of imparting all-inclusive education to its students with an emphasis on ethical and moral values. It instils human values, professional ethics and mannerismsamong the students through the curricular and co-curricular activities.Thestaffdemonstrate integrity, unbiasedness, dedication and ethical behaviour in classrooms and in their working with other staff members and parents.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

4

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	**No File Uploaded**
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1200

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC,   ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

50

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution takes all possible measures to understand the needs and requirements of the students in taking up different courses before the commencement of classes. Students are counselled at the time of admission by faculty regarding scopes and opportunities of different courses. Courses are offered in both mediums i.e Hindi and English. Advanced Learners are encouraged to take up tasks at state level and national level during the year along with main courses. They are encouraged to participate in group discussions, peer tutoring, co-curricular activities such as sports, cultural activities,etc. Slow Learners are involved in discussions related to their subject matter which encourage students to repeat the important conceptual points, ask questions related to their subject matter, encourage them to give answer with reasoning. Remedial classes are a part of teaching process to enable better performance by slow learners.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	View File

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

Number of Students	Number of Teachers
248	**12**

File Description	Documents
Any additional information	View File

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

The institution promotes the introduction of innovative teaching methods and student centric methods, such as:

1. Experimental learning. It plays an important role in enhancement of knowledge of students practically which is essential for teaching learning process. Following steps are part of pedagogy mainly in the discipline of Geography, Physics, Chemistry, Botany and Zoology:

a. Accumulation and analysis of survey data

b. Investigation of practical after experiment done in lab

c. Discussing a documentary/performance after watching it

2. Participative learning: To help students adapt smoothly into a new learning environment, the institution has constituted various committees in different fields such as sports, academics, cultural etc. which help them to provide an environment to participate in various:

a. Academic Activities such as class assignments, group discussions, seminars, and other interdisciplinary activities.

b. Co-curricular activities within and outside the college every year such as that of NSS, Red Ribbon Club, ECO Club, Rovers and Rangers,College Magazine, CSCA etc.

c. Value education and spiritual awakening

3. Problem Solving Methodologies: Students are engaged in problem solving puzzles/learning through:

a. Continuous taking up of the challenging issues of our nation and world such as that of environmental, educational, and professional.

b. Inviting students to solve a problem which involves critical thinking and can link theory with practical.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://hpuniv.ac.in/upload/syllabus/5b864 7816ac1fGeographyHonoursB.A.B.Sc.annualSyl labus2018onward.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institution makes an appropriate use of ICT enabled tools to improve the teaching learning process. The faculty uses student centric practices in taking up classroom discussions,assignments, quizzes and tests etc for teaching learning along with conventional chalk & talk method for which the institution has ICT facilities as mentioned below::

1. Smart Class Room with Projector

2. Conference Room with Smart Podium

3. IT cum Language Lab

4. Muttipurpose Hall with LED

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

12

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

12

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

06

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

41 years

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The mechanism of internal assessment is transparent as list of internal assessment is displayed on the Notice Board before uploading it on the portal of Himachal Pradesh University. The students are assessed on the basis of house examinations, class tests, assignments, quiz and attendance etc. This internal assessment is an integral part of the total marks obtained by the students in the final result declared by the Himachal Pradesh University.The institution ensures that the students are conscious of the evaluation process through college prospectus and orientation programmes held at the beginning of every academic year. The transparency in internal assessment has been maintained according to specific parameters fixed by the Himachal Pradesh University while assigning internal assessment. These parameters are uniform for all affiliated colleges in the state. Continuous Assessment has weightage around 30%-50% depending upon course. The constructive and collective assessment has been completed on the basis of following criteria:

1. Conducting class tests regularly

2. Regular assignments given to the students by the respective teachers

3. Conducting seminars and presentations in the class

4. Ensuring student's participation in the classes by healthy discussion regarding topics taught in class

5.Conducting question-answer and doubt clearing session regularly in the class

6. Organizing tutorial sessions

7. Maintenance of CCA register

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Internal examinations are conducted as per the academic calendar of the institution. Relevant changes are made in the same as per the convenience of the students. However there is no grievances reported on the part of the studens during the session 2020-21. The institution has also constituted a Student Grievances & Redressal Cell Committee, headed by senior teachers, and department's head which address grievances of student related to internal assessment awards. The internal awards are scrutinized by cell before sending to the university. The university offers a chance to the students about their answer scripts re- checked within a stipulated time.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Syllabus is framed by the Board of Studiescomprising of different departments of HPU in which the teachers of various colleges are also members. Hence all are fully aware of the adopted programmes and their outcomes.The institution website, prospectus, and annual report state the mission andobjectives of all departments. These media also highlight the achievements of the students. The learning outcomes are communicated to the students since beginning of the academic programmes during the counselling and orientation sessions. A unique set of learning outcomes have been

defined for each course offered by the institution which helps in academic excellence, personality development and social commitment of students. The curriculum and the syllabi of the academic programmes offered are smeared in such a way that these objectives are recognized after the successful completion of the programmes. Students acquire self- reliance, communication skills, academic writing skills, presentation skills, planning, and management through these programmes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The institution at the end of academic year carries out the evaluation process of the programmes' outcomes. During the academic year 2020-21, two students got job in Govt. sector.The institution observes the performance of the students through the class tests, student's participation in discussions, mid-term tests, presentations, quiz, attendance, participation of students in extra co-curricular activities such as cultural, sports, that of NSS, and Rovers & Rangers etc. Continuous assessment provides feedback on the efficacy of the teaching learning process in each course. As per the time-framed schedule issued by the university, the data of students' record is collected from the college office record and is used for further planning, and overcoming the barriers of learning.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

51

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://gcjukhala.ac.in/assets/uploads/file-212.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

1

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

6

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

7

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Various extension and outreach programmes such as blood donation camps, aforestation, AIDS awareness, social work, health and hygiene, campus cleanliness and beautification, awareness rallies and celebration of significant days (Science day celebration, Women's day celebration, Hindi Divas, Yoga Day etc.) are planned and organized by the NSS, Rovers and Rangers, Red Ribbon Club 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 to promote/ introduce such activities and to meet out the queries if any of the aspirants and volunteers.

The College organizes lectures, expert talks, competitions etc to promote extension activities. Faculty members, student volunteersare actively involved in mobilizing the students for participation in these activities. These extension activities instilamong the students a sense of cooperation, feeling of social responsibilities, adjustments, 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.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

1

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

9

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

101

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

NIL

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

NIL

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has 19classrooms, one conferencecum seminar hall, one smart class room, a multi-purpose hall having LED of latest technology with the seating capacity of 100 students, a geography lab, an ICT Lab, a music room, a sports-cum gymnasium room, an NSS room, and a Rover- Ranger room/First Aid room. It also has a spacious parking zone. There are well equipped laboratories in each subject i.e. Geography, Botany, Chemistry, Physics, and Zoology. For the convenience of differently abled /PWD(Divyangjan) students separate lavatory facility is provided in the college. The staff of the institution is also provided with such facility adjacent to their staff room.

The institutionhas a well-equipped Computer Lab available for the students, Career Counseling/Guidance Cell and Language Lab.

The proposal to construct a new Multi Purpose Indoor Stadium, residential accommodation Type-V has been approved by the State Education Department and the requisite formalities are under process in this regard.

Besides these, the institution has one playground for sports. CCTV surveillance has been enabled in the institution to ensure the safety and security of students as well as of college property. It also provides safe drinking water. Fire-extinguishers have been installed at the strategic points including an emergency door in each floor. Students are provided with bench facilities in corridors and in theplayground.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The institution organises various cultural activites and events organised by different clubs and societies, NSS, Rovers & Rangers units for which there are facilites of separate music room and multipurpose hall. The College has a playground where different sports and games are carried from time to time such as during Atheletic meet and various other recreational sports' activites. It also has indoor facilites for games such as Table Tennis and Carrom. There is one common gymnasium for girls and boys having all essential euipments/facilites. There is one separate Yoga Hall where different Yoga activites are conducted regularly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

4000000

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library has manual management system in which record of items, books, nespapers, magazines, orders made, bill paid, newspaper reports etc. are duly and properly maintained. The institution is planning to upgrade the library with digitalautomatisation and modern tecnological advancements to keep the students abreast with quality standards in contemporary education with regards to National Educational Policy implemented recently.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**D. Any 1 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	**No File Uploaded**

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

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

1349

File Description	Documents
Any additional information	<u>View File</u>
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	**No File Uploaded**

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

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

20

File Description	Documents
Any additional information	<u>View File</u>
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has two Wi Fi access points provided by BSNL. It has a well established Computer Lab (ICT Lab) with 15 computersto impart quality education to the students. The college uses LED projectors for teaching. There are sufficient number of desktops maintaining student to computer ratio 1:16.The students from

various faculties use ICT Lab to make presentations and other assignments given by their respective teachers on periodic basis.During the session 2020-21 the institution has also established aLanguage Lab (Career Lab) with therelevant softwares out of the fund received from the state government. Efforts are being made to connect each computer with high speed internet connection in the upcoming session understanding the issue of the locale of the institution in rural set-up.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

20

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

7278

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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.

The grant received by the institution from government and the funds available in the institution are utilized for new construction, renovation and for upkeep of all the infrastructure. The construction and major maintenance is carried out by the Himachal Pradesh Public Works Department (HPPWD), whereas the minor maintenance is done by the Building Fund Committee from time to time. To ensure the safety of the students, CCTV cameras are fixed at certain points and more CCTV cameras have been proposed to be installed in near future for strict vigilance. The Laboratories of the Faculty of Science, Department of Geography, and IT Lab are well- maintained with the latest techniques. Smart Classroom-cum-video Conferencing Room is used by the faculty and departments as per their need.

The institution has constituted different committees like Purchase Committee, Campus Beautification Committee, College Development and Maintenance Committee and Library Advisory Committee to inspect, look after and maintain infrastructural, academic, and support facilities. The equipments required to update the facilities in various laboratories are purchased by the Purchase Committee as per the requirement of the respective departments. There are proper stock registers in which all the purchases are entered and the articles are handed over to the custodians of respective departments. The library of the institution has text-books, magazines and a regular supply of newspapers to supplement the reading habit of the students and provide them access for wider knowledge. The library maintains register of students and the staff visiting the library. To make the students equipped with basic knowledge of computers, the students are given preference to learn computers in the IT Lab. Ensuring the safety of the students, the fire extinguishers have been installed at all the strategic points in the college campus and are checked periodically. In order to encourage hygiene among

girl students, a Sanitary Vending Machine and an Incinerator in the girls' toilet have been installed. There are various facilities to engage all students through gymnasium and sports activities in college. The participation of the students in Inter-College Championships is promoted by providing special coaching to the students. The college has one playground which is used to play different games. The college has one multipurpose hall which is used to conduct Mid-term, End-term examinations and co-curricular activities.

The institution has succeeded in making optimal use of the existing classrooms/ lecture theaters, avoiding overlapping of classes. While preparing Time-Table, classes are allotted consulting the non-occupancy of a particular room in a particular period. The Science departments having practical component of inter-disciplinary nature, use the facilities of one-another interchangeably as required. The students are provided with college identity-cum-library card to access library. The institution has restricted the number of borrowings and also fixed the date of return to ensure proper circulation of books for a better utilization of library books. There is a well maintained register to use ICT lab for learning purpose and students are also allowed to use printer and scanner to take copies of study material.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

24

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

180

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

180

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

42

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

NIL

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

NIL

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

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

The institution has a College Students' Central Association (CSCA) that works to promote student welfare. With letter No.3-1/80-HPU (Gen l.) Vol.XII dated 22 August 2015, the Himachal Pradesh University Executive Council agreed that the CSCA would be formed on a nomination basis during the academic session 2014-15. For the formation of CSCA, this institution follows Himachal Pradesh University's regulations and requirements. The College Students Central Association and its Executive Committee are advised by the Principal of the College. A President, a Vice President, a secretary, and a Joint Secretary make up the Executive Committee. They are chosen based on their performance throughout the previous academic session. For each class, one class representative is chosen from each of the college's streams. Two students are nominated as Office Bearers to various academic and administrative bodies/clubs/committees from outstanding students excelling in each co-curricular activity such as culture, sports, N.S.S., Eco Club, Rovers & Rangers, and Red Ribbon Club. In addition to it, the CSCA body also assist in preserving discipline in the college campus.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

1

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Old Students Association (OSA) is functioning in the college. This organization is actively involved in conducting various activities in the institution such as: Blood Donation Camp, Legal Awareness Camp, Infrastructural Development works etc. The Alumni Association also sponsors scholarships to the meritorious and poor students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION

Our vision is to be an institution of excellence in higher education that continually focuses towards character building and to make a life-long difference to the lives of rural youth through holistic education with global standards.

MISSION

The mission of the institution is to aim at wholesome development of students through education and to prepare them to face the challenges of new millennium while keeping the ethics and moral values intact. It aims at providing education to all the students coming from different strata of society and creating an amiable and conducive environment for learning. Our programmesemphasize equality, academic excellence, reflective practice, curriculum integration and advocacy. We cater to the needs of our students by providing them resources such as library andlaboratories. We also arrange career counseling for their better future. The college also seeks to inculcate qualities of competence, confidence and excellence among students through co-curricular and extracurricular activities like Sports, Cultural Activities, that of NSS andRovers & Rangers. This makes our students proud and respected human resource to build a constructive society and inbuilt in them values like self-discipline, simplicity, sincerity and humility.

Leadership is focused on vision, motivation and the future of the students. College management provides systems and processes essential to the smooth day-to-day running of the institution. A reasonable portrayal of faculties like humanities, sciences, and commerce is assured while comprising committees for different activities related to fair functioning of the institution for different exercises with respect to the working of the institution. Recommendations given by the OSA members for the betterment of the institution are considered properly by the institution's management. The dearth of teachers has been sorted out with the consent of college PTA body arranging respective subject teachers on temporarily basis. Students are assessed on regular basis through class-room interaction, class tests, and

mid-term examinations and then the required reinforcement is given accordingly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Govt College Jukhala, a govt. affiliated institution, follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. This institution is affiliated withHimachal Pradesh University, Shimla. The Govt. of Himachal Pradesh and H.P. University delegates various authorities to the secretary, director and principal whoin turn share it with the different levels of functionaries in the college. The heads of departments, the conveners of various committees and cells along with the staff representatives play an important role in implementing the various policies of govt. and university. The two significant processes undertaken by our institution are academics and co-curricular activities. These are accordingly managed by the institution in a decentralized and participative mode. As far as academics aspect is concerned, admission and examination are the two decentralized practices of the institution. The admissions to different subjects/courses of study for undergraduate level are made purely on merit basis. Several admission committees are constituted at the commencement of each academic session to manage and regulate admissions to different classes. These committees are mentioned in the institutions's prospectus and on the institutional web site for the convenience of the students. The application forms submitted by the students are accordingly inspected by the committees to verify that the applicants accomplish the basic eligibility conditions for admission to the college. Merit lists for various subjects/courses of study are prepared consequently. These merit lists are also displayed on the notice board to confirm transparency in the admission procedure. The applicants are then allowed to deposit their fee and funds. The admission clerk then maintains the record of students in the available software. The process of internal examination/mid-term tests is also accomplished in a decentralized mode. The dates for these tests are decided at the

meeting of the staff council. The Examination Committee then ensures timely printing of the question papers and other examination material. Teachers are put on invigilation duty during the actual conduct of these examinations, and the non-teaching staff is also assigned various duties. The faculty and the non-teaching staff also help the students in filling up their examination forms for the End-semester Exams/Annual Exams conducted by the university. The teaching and the non-teaching staff are allocated several duties as per the university norms for the smooth conduct of these exams. The same decentralized and participative mode of governance is also adopted with regards to other co -curricular affairs of the institution like, sports, cultural activities, that of NSS, Rovers & Rangers, Eco-Club and Red-Ribbon Club. In order to organize sports as well as cultural events, various committees are constituted by the organizing secretary under the guidance of the head of the institution. While organizing annual sport meet and other inter college championship, the institution adopts the practice of decentralization and participative management. Similar pattern of decentralization and participative management is put into practice while organizing cultural events like CSCA and annual prize distribution function. Respective committees accomplish their assignment/roles diligently. Besides, the in-charges of variousclubs/units like NSS, Rovers & Rangers, Eco Club, and Red Ribbon club distribute the different assignments among volunteers to train them in participative management and sharing responsibility. Also, in various activities of institution, the staff members, students, old students and other stakeholders like PTA members are actively involved. As a result of this decentralization, we have been able to give importance to participative management. Both students and staff are allowed to share any suggestions aiming at the development of the institution. Every employee and student is encouraged to give suggestions which are taken up seriously by the advisory body of college. We have installed suggestion boxes in the college for inviting suggestions which are monitored by suggestion box committee. Parent Teacher Association meetings are facilitated through staff meetings and departmental meetings. Such meetings are supported by informal discussions on important issues about the future course of action.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategy Type

Data

Admission of Students

Admissions are made on merit basis.

Curriculum Development

The senior faculty are the members of Board of Studies of the affiliating

university (HPU). They are actively involved in framing the syllabus as per

guidelines.

Teaching and Learning

Teaching and learning caters to the diverse need of the present day

society.

Regular classes, class tests,house examination, tutorials etc. are

the integral part of teaching and learning process.

Examination and Evaluation

End term (Annual) examinations, House examinations, class tests and Practical Examinations along with continuous comprehensive assessment are conducted as per HPU directions/schedule.

Spot evaluation of annual examination scripts is carried out at designated

evaluation centers created by HPU.

Research and Development

The individual faculty members actively participate in national/International seminars, conferences, webinars, workshop etc. Most of faculty members also publish books, papers in the Journals of repute.

Library, ICT and Physical

Infrastructure / Instrumentation

Library is well equipped with text books, reference books, magazines, newspapers etc.

Teachers are also making use of ICT methods appropriately.

Physical infrastructure is adequate to cater to the requirements of students and teachers. Our institution has a gymnasium facility also.

Human Resource Management

Human resource available in the institution is adequate and their energies are properly utilized according to their capacity and aptitude.

Work is assigned accordingly in the interest of students and the institution.

Students and teachers participate in various personality development activities every year.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Principal is in-charge of the budgetary as well as managerial issues of the institution. Different committees are comprised to execute the arrangement and approaches of Department of Education according to rules issued by Principal Secretary of Education. Principal acts as an administrator and supporter to different committees and bodies, which release their duties as per the instruction strategy of State Govt. Principal makes all the purchases by discussing with the College Purchase Committee as per the tenets and directions laid down by the government. The planning and decision making in case of budgetary issuesrests with the Principal, however different committees formed hold meetings and forward proposals which are ratified by the Principal. As the institution is represented by HP Govt., the enlistment, advancement, and administration rules are chosen by the government. The recruitment of teachers is done by HP Govt. through HP Public Services Commission in an open national level competition, whereas the non-teaching employees are appointed as per the norms of the Govt. of Himachal Pradesh. The institution is not approved to recruit teachers on regular basis but rather some gap arrangements are made at institutional level through PTA on temporary basis. The college has set up a system for redressal of complaints. There is a Grievance Redressal Cell which performs its duty consistently.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

This is a governmentinstitution and therefore it has to follow welfare measures provided to teaching and non-teaching staff as per regulations and policies decided by the State Government. The college administration is fully compassionate in every way to improve the professional growth of its teaching and non-teaching staff. Following welfare measures are available to all teaching and non teaching staff:

(i) Faculty members are regularly encouraged to participate in Orientation Programmes, Refresher Course, Faculty Development Programs, Seminars and Workshops for up-gradation of their academic knowledge. Freshly recruited teachers undergo Induction Training Programmes at Govt. College of Teacher Education Dharamshala and State Council for Education Research and Training (SCERT) Solan. Non-teaching staffis also allowed to undertake various training programs for enhancing its professional knowledge. ICT training is also provided to the staff.

(ii) Faculty members appointed prior to 2004 are eligible for pension benefits on retirement while those appointed after 2004 are covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by retiring faculty as per government norms.

(iii) Medical reimbursement, medical allowance to teaching and

non teaching staff is paid as per the provisions approved by Govt. of H.P.

(iv) The salary component and other monetary benefits are given as per the recommendation of the UGC and state pay commission. Annual Increment@ 3% is given every year for every teaching and non-teaching staff of the college.

(v) Promotion/Career Advancement Scheme has been implemented for all regular staff as per the guidelines of the UGC/State Government. Various allowances like HRA, Compensatory Allowance and DA are given as per the Centre Govt. / State Govt. notifications.

(vi) Loan facility (without interest) from the General Provident Fund is available for teaching and non-teaching staff.

(vii) The employees avail duty leave for attending Seminars/ Conference/ Orientation Programmes/ Refresher Courses. The employees also avail TA/DA whenever they go out for official work.

(viii) Group Insurance Scheme is available for all the staff members.

(ix) The staff members can avail the leave salary of 300 days Earned lLeave (maximum) after their retirement.

(x)) Leaves to teaching and non-teaching staff are given as per the guidelines of the Govt. of H.P . These are the different types of leave which can be availed by all the employees of the institution :

(i) Maternity leave (28weeks)

(ii) Paternity Leave (2 weeks) ,

(iv) Study Leave

(v) Special Leaves are granted for attending sports meet

In addition to this, The Sexual Harassment Cell of the institution prevents any gender-based harassment in the work place. The institution provides automated salary transfer to its employees. Ward quota in admission is available as per university norms.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

NIL

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

NIL

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

2

File Description	Documents
IQAC report summary	<u>View File</u>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	<u>View File</u>
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

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

As the institution is government-run, all the faculty members are appointed by Principal Secretary, Higher Education, Govt. of Himachal Pradesh, Shimla through the HPPSC. Salary grades and other emoluments are granted as per UGC pay commission

recommendations adopted by the state government.

The institutionhas performance based appraisal system for teaching and non-teaching staff. The achievements of faculty members are monitored and evaluated through the Annual Confidential Report (ACR) and Performance Appraisal System as per the guidelines of the UGC and State Government. All faculty members fill the prescribed proforma for self appraisal. This appraisal report is based on the annual performance of the staff members on the basis of their academic, administrative and other extra-curricular activities. The performance appraisal report duly filled by faculty and further reviewed by IQAC is further assessed by the Principal, The ACR of the teaching and non teaching staff is also communicated to the peers in the Department of Higher Education as per UGC guidelines, which is further reviewed for career advancement, promotion of faculty member and other purposes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

To manage the financial works, the institution has designed internal and external management /control system. Annual budget is provided to the college by the Directorate of Higher Education in the start of financial year. Norms have been set up to make expenditure by the department concerned.

A committee comprising of bursar and other senior faculty members has been framed. The college bursar ensures the mechanism of proper accounting for receipts and payments of the student funds .This committee monitors the receipts and expenditures of the institution and verifies the bills and vouchers after observing codal formalities. The superintendent supervises the expenditures and the expenditure so incurred is duly audited by local audit agency of HP Government, HPAG Shimla and authorized Chartered Accountant (CA). This internal audit committee reports to the Principal of college. CAG and CA conduct the external audits

regularly. Besides this, audit of the NSS funds is also done by external auditor. The Department of Higher Education allocates budget on request and demand from the college. The salaries and payments are made through government treasury after passing the bills by the treasury officer. The payments are directly credited in the accounts of concerned employees. The tuition fee is collected and deposited in the Government Account through challans. All Government financial transaction is online and thus transparent. Receipts and payments books are audited by auditors of the office of the Accountant General Himachal Pradesh. Available sources of resource mobilization are the student's amalgamated fund (AF) and PTA fund. This money is used for the developmental activities of the college. For other developmental activities like infra structural development, requirements of books for library, establishment of computer lab etc. funds are sought from the Directorate of Higher Education which in turn are allocated depending on their availability.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The availability as well as mobilization of funds is essential for development of any organization. The institution being a

govt.-runfollows the strategies for mobilization of funds and the optimal utilization of resources as directed by state government. Major sources of funds for the institution are allotments from state government. development grants under RUSA, developmental grants from UGC, PTA fund collected from the parents and different student funds. The Principal who is the Distributing & Disbursing Officer, monitors the optimal use of the resources received from the government through discussion with the College Advisory Committee, Development Committee and Purchase Committee. The received grant goes through the various procedures involving the DDO, the Bursar, the Purchase Committee and the college office before it is finally spent for the purpose it is meant. The received funds are effectively utilized for maintaining and upgrading better infrastructural facilities, enhancing the academic environment and for the betterment of the students, teaching and non- teaching staff. The institution encourages the voluntary donors to donate funds liberally to the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The IQAC has promoted ICT based teaching-learning process. It helps to create an environment that helps the college to achieve its objectives in accordance with the vision and mission of the college. It has been a constant effort on the part of the IQAC to bring the latest technology to the college in order to update its functioning. One virtual classroom, with the facilities of podium, TV, cameras and interactive panel has been established to enable the students to be in tune with the growing demands of the modern world. The cell has aimed at the overall development of students by encouraging students to participate in the co- curricular activities. A modern gymnasium with latest facilities has been installed to encourage them to become fitness freaks. The IQAC has implemented a feedback system for students to make teaching- -learning more effective and result oriented. Feedback system is crucial to institutional progression as it allows for self- assessment and reformation. The feedbacks submitted are analyzed and measures are taken for reformation and improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews its teaching-learning process and learning outcomes at regular intervals through IQAC. Student Satisfaction Survey (SSS) on teaching-learning process is collected and report is analyzed and discussed in the IQAC meeting which helps to take required steps. The IQAC promotes the greater involvement of ICT in teaching-learning to make teaching learning-process more effective and more learner-centric. The midterm examinations on a periodic basis help in assessing the learning outcomes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File]()
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]()

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The UNESCO's Education 2030 Framework for Action was adopted by 160 countries in 2015. It recognizes the importance of gender equality in achieving the right to education for all. The agenda states that it is "committed to supporting gender-sensitive policies, planning and learning environments; mainstreaming gender issues in teacher training and curricula; and eliminating gender-based discrimination and violence in educational Institutions. Govt. College Jukhala promotes gender equity and gender sensitization through following measures:

A Generic course on 'Contemporary India: Women and Empowerment' is offered to third year students, which helps them identify and understand the key issues related to gender bias and inequality. Real-life case studies are discussed to provide a deeper insight into them.

The institution has constituted a Sexual Harassment of Women at Work Place cum Women Grievances Redressal Cell for safety and security of girl students. The institution is always ready to deal with the matters pertaining to any kind of harassment and gender sensitivity.

In addition to it, the Anti-Ragging Committee has also been formed as per the UGC guidelines.

A separate committee for discipline takes every care to maintain healthy and stress free academic environment in the campus.

The campus is made secure by locking the gate so that no vehicles can enter without permission. CCTV cameras are installed at different locations on the college building for the safety and security of the students.

To facilitate girl students with personal hygiene, a sanitary napkin vending machine has been installed in the institution.

The institution ensures regular counselling of the students through classroom teaching.

Various programmes are organised by Counseling Cell for Adolescent Girls related to the topics like women empowerment, girl education, women safety, self-defence and adolescent problems.

The institution has the facility of a Common Room for girls and boys where they can sit and relax. Separate lavatory facilities for girl students are also available.

Girls and boys use common sports facilities like gymnasium, indoor games complex, outdoor basketball and cricket without gender restrictions.

Physical and other activities like Yoga, dance, music, theater classes are conducted regularly.

File Description	Documents
Annual gender sensitization action plan	As details given above
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	a, b and c. Relevant information has been given above

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution pays special attention to managing solid, liquid and e-waste. Separate dustbins for biodegradable and non-bio-degradable waste are placed in the campus. Bins have been provided across the campus for collection of the solid waste. These bins are colour- coded specific to a category of solid waste, viz. Green – biodegradable, organic waste like cooked food, vegetables, fruit, leaves etc. and Blue – Recyclable waste like paper, cartons, cans, metallic items etc.

1. Solid waste management

In order to keep the campus clean and its environment hygienic, the solid waste management is used effectively in the institution. The solid waste generated by all sorts of routine activities carried out in the college includes paper, plastics, glass, left-over food, etc. The NSS unitthrough its cleanliness drives helps in keeping the campus of the institution clean. One incinerator is installed in girls' washroom to dispose off the waste in toilet. A pit has been formed in the institution premises where biodegradable waste is collected and dumped for manure production. This manure is thereafter used for gardening. Non-biodegradable waste such as plastic and paper material is segregated and is converted into eco-bricks.

2. Liquid waste and Biomedical waste management

The science laboratories and concerned departments produce negligible liquid waste and biomedical waste.

3. E-waste management

As the institution is situated in the rural area of the district and it is not in the municipal corporation or committee jurisdiction, therefore, the e-waste management system is not feasible in the campus of the institution. The non-working computer's spare parts and other non working equipment are

disposed off safely. The cartridge of laser printers is refilled outside the campus. USB batteries are recharged/repaired/exchanged by suppliers.

4. Water Recycling System: Not required

5. Hazardous chemicals and radioactive waste management

The science laboratories produce negligible hazardous material.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	Geotagged photograph Uploaded in Any other relevant information below
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Govt. College Jukhala believes that the more diversity we have, the more we are empowered to express ourselves. The feeling of inclusivity is inculcated from the day a student joins this institution. Induction is done to remove the initial fears and students are encouraged to mix with others who come from diverse cultural and socio-economic backgrounds. The college takes various initiatives to celebrate important days, national festivals, and other such activities to deliver a comprehensive atmosphere by bringing students and teachers on a single platform. Some of the important days celebrated by the institution are World Hindi Day, National Youth Day, International Women's Day, International Girl Child Day, Human Rights Day, and others. Debates, declamations, group discussions, street plays, role plays etc. are organized to promote the message of unity and tolerance amongst students. Various clubs have been formed where students get an opportunity to showcase their talent in different fields. All teaching staff, non-teaching staff, and students participate for the cause of the nation. The inspirational talks are delivered by dignitaries. These functions help to develop harmony towards different cultures and religions and among linguistic, communal, social, economic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Govt. College Jukhala has always taken an initiative to sensitize students and employees about their fundamental rights, civic responsibilities, values, and duties. Some of the initiatives taken to inculcate these values for being responsible citizens are:

1. Special Guest Lectures to inform students of their basic human rights which are fundamental in governance and play a pivotal role in making a civilized society.

2. Constitution Day (Samvidhan Diwas) observation to commemorate the adoption of the Constitution of India. The students are made aware of the significance of this day and the Fundamental Rights and Duties embedded in our Constitution.

3. Republic Day and Independence Day is celebrated every year to thank and remember our great freedom fighters.

Thus, with an aim and objective to disseminate the values enshrined in our Constitution, the institution has endeavoured to create awareness among all the stake-holders including students, faculty and community, and to inculcate the right values by imparting holistic education and also through conducting various outreach activities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,	A. All of the above

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution organizes number of activities for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace), national values, human values, national integration, communal harmony and social cohesion. Theme-based activities and events are organized throughout the year. The institution also organizes the birth anniversaries of the great Indian personalities to inspire the students to imbibe their qualities and to acknowledge the contribution rendered by them in shaping India. Teachers' Day is celebrated to mark birth anniversary of Dr. Sarvapalli Radhakrishnan. Gandhi Jayanti is celebrated to commemorate the contribution and sacrifice of the father of nation M.K. Gandhi and veteran leader Sh. Lal Bahadur Shastri. Birth anniversary of country's first Prime minister Pt. Jwahar Lal Nehru is celebrated as Childrens' Day. 12th January, the birth anniversary of Swami Vivekanand as National Youth Day; 14th April, the birth anniversary of Dr Bhimrao Ambedkar, etc. Various national and international days are celebrated all through the year keeping in mind the diversity of the students on campus. This is done to inculcate the right values towards each other and the society at large. The following are some of the significant

days in the academic calendar that are celebrated annually with great fervour and energy:

1. Independence Day (15th August) is celebrated with great pride and enthusiasm. Patriotic songs, dances, NSS parade, address by the Principal are all a part of the massive celebration.

2. World Cancer Day (4th Feb) The scourge of cancer together with utter lack of knowledge in rural areas is a live case for the institution to involve its faculty and students in not only taking up the issue for one day but a full week is devoted to spread of awareness.

3. International Women's Day (8th March) is the highlight of the month of March. Various events are organized to celebrate Women's Day.

4. Swachhta Diwas (2nd October) is celebrated with a cleanliness drive in campus and in the villages nearby. Regular interaction is done with the neighbouring villages explaining the ill effects of plastic, burning garbage, importance of health and hygiene.

5. National Science Day (28 February)

6. International Yoga Day (21 June)

7. Environment Day (5 June)

8. World AIDS Day (1 December)

9. World No Tobacco Day (31 May) etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice-1

Title of the practice: ICT Enabled Campus

Objective of the practice:

1. To enhance ICT skills among learners.

2. To use ICT significantly in the teaching learning process.

3. To provide online study material to the learners by using various digital tools.

The Context:

AsGovernment College Jukhala is situated in remote locale, there are no bookstores which can provide relevant and quality study material to the students. Nearest bookstores to the institution areabout 25km away, so visiting and purchasing books from such distant stores remains a challenge for the students. But to meet the needs of the institution and students, it is important to enhance the online study materials and ICT facilities. The students have access to the learning resources enriched study material from Computer Lab in the institution. It enhances scope of education by facilitating mobile learning and inclusive education. With the advancement of technology, we wish our students to explore the world through e-learning resources.

Evidence of Success

The students liberally access Computer Lab. They download soft copies of the required textsand read as per their convenience. Students explore new worlds through such resources.

Problems Encountered and Resources Required

Since, most of the students hail from rural areas, there is a severe problem of internet connectivity. As the institution is located in a rural area, the LAN connectivity and internet facilities are not up to the mark. Moreover, some students are not acquainted with the use of internet facilities. The institution needs network connectivity with high speed so that

the students can avail the uninterrupted internet facilities. The institutionrequires an efficient human resource, infrastructure, and financial assistance for the successful execution of the practice.

Best Practice-2

Title of the practice: Community Interface

Objective of the practice:

• To sensitize the general public about the SoPs during Covid -19 pandemic, general hygiene and cleanliness of environment.

• To work in unison with the local bodies.

• To foster spirit of community service among the students.

• To create a sense of cooperation, integration and unity among the students.

• To eradicate the social evils prevailing in the society.

Context of the practice:

The institution fosters the spirit of social service and community belongingness among its students as it provides ample opportunities for them to engage in extension and outreach activities via NSS, Eco Club, Rovers & Rangers, and Red Ribbon Club etc. Regular cleanliness drives such as 'Swachhata Abhiyan' are undertaken by different departments and clubs. The objective of this practice is to keep the campus and surrounding areas clean and also inculcate the habit of cleanliness and a sense of dignity of labour among students.

Evidence of Success

During the Covid-19 pandemic, students actively participated in sensitizing the local people about Covid-19 SoPs and worked with local administration. There has been a positive and visible improvement in cleanliness of the institution'scampus and surrounding areas. This also results in a sense of selfless service and belonging to the institution in which they spend

formative years of their life. Regular interaction of students with health personnels has created awareness about the menace of drug abuse among them.

Problems encountered and Resources required

There is a need to provide sufficient funds and ample opportunities for the employability in community services.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The hallmark of our institution is its eco-friendly campus. The institution has always tried to inculcate eco-sensitivity among students and imbibe in students the spirit of environmental consciousness. It motivates students to conserve the flora and fauna available anywhere and not just in the campus. The institution is located in the lap of nature. Majority of the students belong to the rural areas and are a part of an agrarian society. This cultural belief is used to motivate and encourage the students to save, protect and grow the forest cover. A variety of trees have been planted in the institution. The plants are distributed among the e students to develop a sense of responsibility towards the environment. The surviving plants have grown at a healthy rate. The students take a keen interest in these activities and have successfully planted trees in the campus, around their homes and villages. In addition, the students have been enthused with sense of responsibility towards mother nature by inculcating in them the habits of environmental cleanliness and ecosystem restoration. The institution has been conferred with the Green Champion Award for the academic year 2020-21 by Mahatma Gandhi Council of Rural Education, Department of Higher Education, Govt. of India on recognition of its eco-friendly ways of sustaining our ecosystem.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. **Planning for online admission**
2. **Preparing academic calendar**
3. **To complete the work of office digitization and library automation.**
4. **To organize Faculty Development Programmes and National Conferences & Seminars in the institution.**
5. **To equip the faculty members with latest trends in the fields of education and research.**
6. **To extend the extension activities in collaboration with the local bodies.**