



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution	SHREE GURU GOBIND SINGH JI GOVERNMENT COLLEGE PAONTA SAHIB
Name of the head of the Institution	Dr. Kiran Vir Singh
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01704223357
Mobile no.	9418154165
Registered Email	gcp.ac.in@gmail.com
Alternate Email	gcpaontasahib@gmail.com
Address	Paonta Sahib
City/Town	Paonta Sahib, District Sirmaur
State/UT	Himachal pradesh
Pincode	173025

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Alka Chauhan
Phone no/Alternate Phone no.	01704223357
Mobile no.	9418104645
Registered Email	gcp.ac.in@gmail.com
Alternate Email	gcpaontasahib@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	http://gcp.ac.in/
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://gcp.ac.in/document-download/67/AQAR-2016-17/1639537968 Academic%20Calendar%202016-17

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B++	2.79	2017	02-May-2017	01-May-2022

6. Date of Establishment of IQAC	19-Oct-2016
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
SWOC Analysis by	30-Oct-2016	20

respective departments	30	
Disaster management mock drill	20-Mar-2017 1	1227
Submission of Letter of Intent	22-Nov-2016 1	1900
Submission of IEQA	05-Dec-2016 1	1900
Submission of SSR	14-Dec-2016 210	1900
NAAC Peer Team Visit	27-Mar-2017 2	1900
Introduction of Mentor-Mentee system	28-Dec-2016 26	458
Gender Sensitization	25-Oct-2016 34	500
Installation of IT enabled lab with Sony CH 375 high resolution projector	22-Mar-2017 1	400
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Shree Guru Gobind Singh Ji Government College Paonta Sahib (Community College)	Community College	UGC	2016 730	4060000
Shree Guru Gobind Singh Ji Government College Paonta Sahib	Salary/MR/OE/TE	H.P. State Government	2016 365	32403805
Shree Guru Gobind Singh Ji Government College Paonta Sahib	GIA (Salary)	H.P. State Government	2016 365	218016
Shree Guru Gobind Singh Ji Government College Paonta Sahib	NSS	H.P. State Government	2016 365	86400
Shree Guru Gobind Singh Ji	NSS	H.P. State Government	2016 365	7852

<p>9. Whether composition of IQAC as per latest NAAC guidelines:</p>	<p>Yes</p>
<p>Upload latest notification of formation of IQAC</p>	<p>View File</p>
<p>10. Number of IQAC meetings held during the year :</p>	<p>4</p>
<p>The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website</p>	<p>Yes</p>
<p>Upload the minutes of meeting and action taken report</p>	<p>View File</p>
<p>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</p>	<p>No</p>
<p>12. Significant contributions made by IQAC during the current year(maximum five bullets)</p>	
<p>1. RTI Proactive Disclosures: 1.1. The RTI Act 2005 mandates making and annually updating proactive disclosures under Section 4(1)(b)(i) of the Act under 17 prescribed manuals. As a public authority, the college has a designated PIO and APIO and accordingly these disclosures are mandatory. Therefore, it is requested that these disclosures should be made within a short period of time for inclusion in the SSR. The committee consisting of Sh. Nalin Ramaul, Sh. Naresh Batra and Sh. Sanjay Kumar was constituted for the purpose. 1.2. The RTI manuals as mandated under Section 4(1)(b)(i) of the RTI Act 2005 have been prepared and updated. These have been uploaded on the college website. 2. Menstrual Hygiene Management (MHM): 2.1. Menstrual hygiene management (MHM) relates to how girls and women manage their monthly period, and require access to information about menstruation, clean and safe menstrual absorbents, and amenities and facilities such as toilets and water, and waste management to maintain hygiene. 2.2. Unfortunately, people often find it embarrassing to talk about menstruation. "Nobody hides tissues when they have a runny nose... people don't get conscious when they have a sneeze coming on and public outbursts are casually blessed. The same is not there of periods." What is worse, even the sanitaryproduct advertisements avoid mentioning menstruation by pouring a blue liquid on the sanitary item to demonstrate its absorptiveness. This shows the stigma surrounding the blood associated with menstruation. 2.3. The college through its women cell and the extension works through NSS have been targeting dissemination of information specific to menstrual hygiene that can create awareness and break the stigma and silence around menstruation. 2.4. The college has been making earnest attempts to follow the National Guidelines for Menstrual Hygiene Management of the Ministry of Drinking Water and Sanitation released in December 2015. The MHM has been integrated with the Swachh Bharat Mission. 3. Disaster Management Plan: 3.1. Disaster Management Plan for our institution has been formulated by Dr. Jagdish Chand of Department of Geography who is also an approved academic counsellor of IGNOU for P.G. Diploma in Disaster Management</p>	

(PGDDM). Keeping in view his expertise and qualification in the field he was entrusted with the task of preparation of the college disaster management plan. He was assisted by Sh. Yashpal Singh Tomar and Sh. Shanta Negi in the completion of the task. 4. Green Audit: 4.1. To sensitise the students about various environmental issues, like plantation, energy conservation, water management, carbon neutrality, and waste management, green audit of the college campus is a necessary instrument for attaining sustainable development. 4.2. Green Audit of the institution has been conducted by Dr. Jahid Ali Malik, Department of Botany. 5. Installation of CCTV Cameras 5.1. Close circuit cameras have been installed at vantage points, in the building and the campus, which ensures student safety, and for identification in cases of vandalism or theft.

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

Plan of Action	Achievements/Outcomes
To complete SWOC Analysis by departments	SWOC analysis of departments completed during the year.
Completion of New Administrative Block	New Administrative Block was inaugurated on 12.12.2016 by the Hon'ble Chief Minister, H.P.
To complete all the formalities for the construction of New Academic Block	The foundation of New Academic Block was laid on 12.12.2016 by the Hon'ble Chief Minister, H.P.
Installation of CCTV Cameras for surveillance of the college campus especially for ensuring safety and security of girl students	16 CCTV cameras installed in the college campus during January, 2017 alongwith LCD TV in the control room
Installation RO System	RO system was installed for safe drinking water.
Provision of Girls Common room	Girls common room was provided on top floor of the administrative block of the college. The Girls Common Room was furnished through PTA Fund.
Preparation of Disaster Management Plan and conduct of Disaster Management Mock drill	Disaster Management Plan was prepared and uploaded on college website. Disaster management cell successfully organised a mock drill on Disaster management in collaboration with Fire Services Department on 20.03.2017.
To Purchase sanitary napkin vending machine and incinerator for girls	Sanitary napkin vending machine and incinerator were purchased on 04.03.2017 and installed in the Girls Common Room and toilets respectively.
To purchase high resolution projector	A High resolution projector Sony CH 375 purchased on 16.03.2017 and installed in BCA Lab of the college.
Introduction of Mentor-Mentee System	Mentor-Mentee System successfully introduced and implemented for the

students of BA/BSC/B.COM VI semester,
Community College and Self Financing
courses

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	27-Mar-2017
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	16-Mar-2017
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The institute is currently running with the following modules which are operational by the Central Government, the State Government and the Himachal Pradesh University Shimla and at college level. These modules includes as under: 1. PMIS for employee and staff (Govt Level): The Personal Management Information system is used for all the employees and staff as per the regulations of HP Govt. This system helps the employees to view various personal information related to service by using the employee code. (MANAV SAMPADA PORTAL) 2. ESALARY for employee and staff, EService Book (Govt Level) The salary of the employees is processed and verified through Centralised e Salary software and managed by Integrated Financial Management System (Him Kosh), Department of Finance, H.P. The service book can be viewed online in the portal MANAV SAMPADA, Govt of Himachal Pradesh which is a green governance tool for Human Resources and Financial management. 3. SCHOLARSHIP (HP e PASS) for students (Govt Level): The HP Electronic Payment Application System</p>

of Scholarships (HP e PASS) portal is a dedicated online portal for students of Himachal Pradesh. This portal ensures that the scholarship amount actually gets transferred to the genuine beneficiary in a time constrained manner. 4. EEXAMINATION for students (H.P. University Level): This portal is useful for all types of exam related problems and is maintained by the HP University, Shimla 5. PFMS for employee (Govt Level): 6. FEE COLLECTION SOFTWARE for students (College Level): The software is purchased from Advanta and maintenance charges are to given regularly. 7. NLIST for college library (National Level): The college is a part of the NLIST (National Library and Information Services Infrastructure for scholarly content) through which the e resources are made available to the faculty members. The subscription for NLIST is renewed from time to time.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

? Since the college is an affiliated college, it does not have the freedom to develop its own curriculum for regular courses. ? However, efforts are made, within the limitations of the prescribed framework, to complement the curriculum wherever felt to be necessary. This task is to be initiated by the departments. ? The college develops action plans for effective implementation of the curriculum at the beginning of the session. At the beginning of each session, a staff meeting is convened where effective strategies are devised, keeping in view the staff and infrastructural constraints, for the implementation of the curriculum. The teachers are motivated to complete the curriculum within the stipulated time. ? Each teacher individually prepares the course-wise plan and weaves it well with the college Academic Calendar and the HP University Calendar. ? After deliberations, each Department through its HOD distributes the courses and classes among the staff including practical and intimates the timetable committee. ? The timetable committee frames the timetable as per work distribution by the concerned HODs, making best efforts to comply with the UGC norms for each semester. ? The teachers are motivated to use the ICT facilities and tools to ease the process of teaching-learning. ? The mode of curriculum delivery includes lecture, tutorials, seminars, class test and assignments. ? Mid-term exams are held after the completion of minimum 70% of the syllabus as notified by Himachal Pradesh University. ? Moreover, the departments organise educational tours and industrial visits which gives first-hand experience to the students of working in the actual business and industry environment that is quite different from the theoretical environment. During the academic year 2016-17, the departments of Chemistry, Geography, and Food Processing organised industrial tours. ? The teachers are accessible 24x7 to the students for solving their syllabus-related doubts and queries. ? The major

teaching method employs 70% theory and 30% practical/ tutorials for all the programmes. In addition to it, assignments, seminars, quizzes, project work, and discussions etc. are used to enhance the effectiveness of teaching. Under RUSA (CBCS) system, all these are considered while awarding Internal Assessment to students. ? There is an easy access to college library enriched with latest books, e-resources and INFLIBNET-NLIST. ? The faculty is given discretion at a subject level to determine the flow, structure and pace of their teaching. They are empowered to modify the method of teaching to accommodate different types of learners who learn at a different pace. An informal student-teacher interaction process ensures two-way continuous and unabated feedback that facilitates modification of the delivery process. ? The Community College organises special guest lectures by inviting experts from industry and other reputed academic institutions. ? Special classes are conducted for those students, who could not attend the classes on account of participation in the sports or co-curricular activities to make up their loss.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	Nil	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	Commerce	26/05/2016
MA	English	26/05/2016
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Humanities Social Sciences	01/07/2016
BCom	Commerce	01/07/2016
BSc	Science	01/07/2016

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

	Certificate	Diploma Course
Number of Students	Nil	98

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nil	Nil
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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BA	Economics	37
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>? The college has recently devised a formal mechanism to obtain feedback from students and stakeholders on curriculum. ? Students ? The formal feedback from students is taken through CSCA during its meeting with CSCA Advisory Committee or through interaction of students with the teachers and IQAC/RUSA Coordinator. ? Teachers ? The feedback from staff is taken in the staff meetings and in meetings of the departments and the outcomes were used for the infrastructural, technological development and improving the academic environment of the college. ? Alumni ? The GCP Alumni Association has recently been formed and registered. Several alumni of the College are well placed in different fields and their interaction with the students and the faculty will generate constructive feedback related to curriculum enrichment, which shall be forwarded to the University authorities for consideration. ? Parents ? During the Parent Teacher Association meetings, various matters related to student's performance, including curriculum, are discussed and formal feedback is obtained.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
MCom	Commerce	20	25	20
MA	English	20	5	5
PGDCA	Computer Application	50	27	27
BCA	Computer Application	150	91	91
BCom	Commerce	Nill	367	367
BSc	Science	Nill	544	544
BA	Humanities & Social Sciences	Nill	859	859

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	1990	51	27	Nil	6

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
34	11	5	2	1	2
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

College has initiated a mentor system in which a mentor is designated for every group of 30-40 students. The process has been initially started on a pilot basis for the students of 2014-15 RUSA batch. This system provides academic and psychological support to the students. Mentee registers are maintained to track their participation in various activities and academic pursuits and record their information and socio-psychological personal issues, if any. This data also helps in the selection of the best candidates for the Gaurav Awards (the award for the best all-round performance, one each in the male and female categories for the outgoing class). In this system the students have been counselled and inspired for their higher studies, competitive examinations etc. Moreover, the academic problems of the students such as result, online registrations, continuous comprehensive assessment, assignments, tutorials etc has been redressed by the concerned faculty members of the committee. Besides this, the students are welcome to discuss their personal and family problems, which the concerned mentor tries to solve at his level best to the satisfaction of the mentee. Such close interaction gives strength to old tradition of Gurukul and revives the ancient Guru-Shishya Parampara where the Guru is an apostle of friendship, philosophy, and guidance to his students. This not only generates a surge of values among his mentees but also creates a life-long connect between the two. Mentees also reported the general problems which are faced by the students and suggested the necessary facilities to be provided to their juniors. The introduction of this system has earned great appreciation and faith among the students of this college where they are able to interact with their mentors with an altogether different approach, rather than that of a formal teaching and studying.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1900	33	1 : 58

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
37	33	4	Nil	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
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Nil	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCA	UG	6	27/05/2016	03/09/2016
BA	UG	6	04/06/2016	29/06/2016
BSc	UG	6	28/05/2016	29/06/2016
BCom	UG	6	17/05/2016	29/06/2016
View File				

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

? Reforms Initiated by the College ? The College has initiated reforms in the evaluation process with respect to the procedure and implementation. A comprehensive and continuous evaluation system of formative assessment has been adopted with adequate flexibility given to the individual faculty members to innovate regarding the form and mode of assessment within the broad University guidelines. ? A transparent system of internal assessments has been developed by providing various opportunities to the students by disclosure of internal assessment scores on its website and notice boards to weed out any mistakes and providing parity. The College, thus, also ensures that the corrective action can be taken in time before finalization of marks to be submitted to the University for the award of degree. ? If a student is unable to appear in the mid-term examination for some genuine reason, the concerned student has to formally represent his/her case to the Principal in written, who grants special permission for the conduct of special exam for such students, and the concerned subject teacher is subsequently intimated to conduct the special exam. ? Even if some students do not perform well in CCA or fails to clear the eligibility condition, an extra chance is given to the student for his/her evaluation subject to the judicious exercise of the discretion by the concerned teacher subject to informal special permission from the Principal.

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

? The academic calendar is notified by the Directorate of Higher Education, H.P. in consultation with Himachal Pradesh University, Shimla and is followed in letter and spirit by the college. The same academic calendar is published in the college prospectus. ? The College plans and organizes the teaching, learning and evaluation schedules in accordance with the above-mentioned academic calendar. ? Before the start of the academic year, the Principal conducts meetings with the department heads and faculty to plan and ensure effective and timely implementation of the curriculum. ? In the next step, the Time Table Committee ensures that the timetable is prepared well in advance and faculty and students are informed about the same. The subjects are allotted as per faculty preferences and specializations. ? Under the new dispensation with the constitution of IQAC, every department, committee, clubs, societies etc. shall submit the respective details of academic and other activities to the IQAC. ? The IQAC prepares the academic calendar that provides a comprehensive plan of all the academic, co-curricular and extracurricular activities. ? The

calendar is displayed on the notice boards and uploaded on the college website.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://gcp.ac.in/document-download/61/AOAR-2016-17/1639502776_Program%20Outcomes,%20Program%20Specific%20Outcomes%20and%20Course%20Outcomes%202016-17

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
P.G.D.C.A.	PGDCA	Computer Applications	21	17	80.95
B.C.A.	BCA	Computer Applications	23	18	78.03
B.Com.	BCom	Commerce	110	92	83.64
B.Sc.	BSc	Sciences	153	150	98.04
B.A.	BA	Humanities & Social Sciences	209	182	87.08

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://gcp.ac.in/document-download/59/AOAR-2016-17/1639502551_Student%20Satisfaction%20Survey

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Major Projects	730	ICSSR	8	3.2
Any Other (Specify)	1	ICSSR	1	1

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
National Seminar on Make in India: Challenges and Prospects	Economics	11/07/2016

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
View File				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Economics	1	Nil
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Determinants of Industrial Location Choice in India: A Polychoric Principal Component Analysis Approach	Ramaul, Nalin and Pinki Ramaul	Journal of Quantitative Economics	2016	Nil	Government College Paonta Sahib	5
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	NA
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	6	Nil	Nil
Presented papers	Nil	1	Nil	Nil
Resource persons	Nil	Nil	2	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Hindi Story Writing Competition	Department of Chemistry	2	12
Communal Harmony Week	NSS sponsored by NFCH	3	96
Poster making/ Scientific Rangoli/ Slogan writing competition on AIDS Awareness	Red Ribbon Club, NSS, Rovers and Rangers Science Departments	12	35
Plantation Drive	Eco Club and NSS	3	150
Oath-taking Campus Cleanliness (One Day Camp)	Rovers and Rangers	2	24
Cleanliness Drive	NSS	5	98
Poster making /slogan writing /declamation on Independence Day Celebration (Fortnight)	NSS and Rovers Rangers	4	124
AIDS Awareness Rally	Red Ribbon Club and NSS	12	140
Financial Literacy Programme on Market Survey	Department of Commerce	3	70

Cyber Crime Awareness Programme	NSS, C-DAC Mohali Police Department	2	100
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	Nil
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
AIDS awareness Training	Health Family Welfare Department, Distt. Sirmour and Red Ribbon Club	AIDS awareness Training	1	3
Training to test the quality of Drinking Water	Department of Chemistry and IPH Department	Training to test the quality of Drinking Water	2	6
Mock Drill on Disaster Management	Department of Geography and Department of Fire Brigade	Mock Drill on Disaster Management	27	1200
Financial Literacy Programme on Market Survey	NSS Department of Commerce	Financial Literacy Programme on Market Survey	3	20
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	Nil
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NSQF LEVEL	Academia-	Zeon Life	27/02/2017	21/03/2017	15

6 job role quality assurance manager	Industry Interface	sciences, Paonta Sahib			
Training in Jam, Jelly, Ketch up Processing	Academia-Industry Interface	Food Canning Unit Dhaulakuan	16/01/2017	22/01/2017	19
Internship (Quality Assurance)	Academia-Industry Interface	Zeon Life sciences, Paonta Sahib	24/10/2016	23/11/2016	11
Internship (Tablet Packing)	Academia-Industry Interface	Tirupati Medicare Ltd.	12/07/2016	06/08/2016	10
Cyber Awareness Programme	Academia-Law Enforcement Agency Interface	C-DAC Mohali Police Department	18/10/2016	18/10/2016	107
Entrepreneurship Awareness Programme	Academia-Industry Interface	Himachal Consultancy Organisation Ltd., (HIMCON) Shimla	10/08/2016	12/08/2016	120
Lab Visit	Academia-Industry Interface	Research IPH Lab, Majra, Simour, H.P.	16/08/2016	16/08/2016	6
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Zeon Life sciences Paonta Sahib	24/10/2016	Curriculum Development, Internship and training, placement and recruitment, industry exposure to student	13
Tirupati Medicare Ltd., Paonta Sahib	18/03/2017	Curriculum Development, Internship and training, placement and recruitment, industry exposure to student	12
SVR Healthcare, Barotiwala, Paonta Sahib, H.P.	21/03/2017	Curriculum Development, Internship and training, placement	10

and recruitment,
industry exposure
to student

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2211750	2211750

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Newly Added

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2012

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7423	1043391	545	151042	7968	1194433
Reference Books	670	438210	14	12035	684	450245
Journals	Nil	Nil	8	15624	8	15624
Journals	Nil	Nil	Nil	5000	Nil	5000
CD & Video	25	8475	Nil	Nil	25	8475

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	31	1	1	1	1	1	7	1	0
Added	4	0	0	0	0	0	0	0	0
Total	35	1	1	1	1	1	7	1	0

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

1 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1722896	1722896	2211750	2211750

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has an established system for maintenance and utilisation of computers, classrooms, equipment, and laboratories in the campus. For the maintenance and appropriate utilization of the physical, academic and support facilities like library, laboratory etc., the college can utilize funds from different heads like amalgamated fund, science fund, campus development fund. The funds are allocated and utilized under the supervision of various committees which monitor the complete work after it is initially sanctioned and permitted by the Principal. The activities of maintenance and repair are undertaken at the college level as well as some for some major works of repair outsourcing is also done. Regarding maintenance and enhancement of existing infrastructure, the Building Committee of the college prepares the required proposal. The College Principal can spend up to 3 lakhs out of the Building Fund. For additional expenses, permission is sought from the Government and is sanctioned from the common pool subject to the availability of funds. The

Laboratories are maintained out of funds collected from students as a part of practical fee. Some activities regularly undertaken during the year are: 1. Department wise annual stock verification is done by each department and it is further physically verified and checked by the committees and reported in each stock register of the department. 2. The lab assistants along with the lab attendants regularly maintain the equipment of the laboratories and if required the maintenance of some instruments is done by the authentic person after seeking permission from the Principal. 3. The Campus cleanliness and beautification Committee regularly inspects the college campus and appropriate steps for the maintenance of ground, removal of weeds, plantation of seasonal flowers etc. are undertaken by the committee members. The student volunteers of NSS, RR, Eco club also play a major role in the maintenance of college campus. 4. Outsourcing is done for the maintenance of work related to electricity, plumbing, safe drinking water and repair of IT infrastructure. This work is also done under the supervision of committee members. 5. The maintenance of library books, reading room, magazine and newspaper display is done regularly by the library staff. A stock verification committee for library is constituted annually to verify the total books physically. 6. The repair and maintenance of furniture is done under the supervision of furniture repair committee. 7. The up gradation and maintenance of websites and software is done regularly by the faculty of the IT Department. 8. The maintenance of the sports items and their proper utilization is done under the supervision of Head of the Physical Education Department and a separate Sports Committee 9. Besides this to regulate the purchase of all major articles by different departments and committees, a Purchase Committee is also constituted to finalize the purchase. 10. Besides these activities, the college authorities regularly seek requisitions from the faculty members and students and their problems related to maintenance of infrastructure, lab facility, library facility etc. are taken up on priority basis.

http://gcp.ac.in/document-download/60/AQAR-2016-17/1639502771_Procedures%20and%20Policies%20for%20Maintaining%20and%20Utilizing%20Facilities

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	Nil	Nil
Financial Support from Other Sources			
a) National	SC/ST/OBC/IRDP/ MINORITY/MERIT SCHOLARSHIP SCHEMES	103	595199
b) International	NA	Nil	Nil

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentor-Mentee system	28/12/2016	458	Faculty Members of the Institution

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NA	Nil	Nil	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	16	B.Com.	Commerce	Govt. College, Paonta Sahib	M.Com.
2017	4	B.A./B.Sc./B.Com.	Arts/Commerce/Science	Govt. College, Paonta Sahib	M.A. English
2017	1	B.Sc. (Chemistry)	Chemistry	Punjab University	M.Sc. Chemistry
2017	1	B.Sc. (Chemistry)	Chemistry	Doon P.G. College of Agriculture Science and Technology, Dehradun	M.Sc. Chemistry
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil

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

Activity	Level	Number of Participants
Mehandi Competition	College Level	25
Declamation Contest on "Yaad Karo Kurbani"	College Level	41
Know Himachal Quiz Competition	College Level	35
Hindi Story Writing Competition	College Level	12
Hindi Diwas	State Level	6
Group I Creativity	State Level Inter college Youth Festival	11
Group III Folk Dance	State Level Inter college Youth Festival	18
Group IV Theatre	State Level Inter college Youth Festival	14
42nd Inter college Athletic Meet	State Level	1
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	Nil	Nil
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

? Activities of CSCA ? The role of CSCA is advisory in administrative and academic matters it acts as a bridge between the students and the college administration. ? The CSCA coordinates with the staff to implement and organise the entire year's academic, cultural, extracurricular activities. ? Assist in admission of new students. ? CSCA looks after the welfare of the students and helps in solving student related problems with the help of committee convenors. ? The CSCA plays in vital role in bringing the grievances of the students to the notice of the principal for redressal. ? The CSCA visits the elected representatives of the people including Ministers, MLAs, MPs to apprise and seek redressal for demands of the college community which are in their jurisdiction or domain. ? Students of the institution are represented in the following academic and administrative bodies: ? College Students Central Association (CSCA) ? Internal Quality Assurance Cell (IQAC): CSCA President as Member ? Self-Financing Courses - Governing Body: CSCA President as Member ? Building Fund Committee: CSCA President as Member ? Student's grievance redressal cell ? Internal Complaints Committee (ICC) ? Reception committees constituted during various functions ? College Magazine 'Bhanuja' as Student Editors ? NSS, Rovers and Rangers ? Members of clubs and societies

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

? The GCP Alumni Association has been recently constituted and registered under the Himachal Pradesh Societies Registration Act, 2006 at SDM Paonta Sahib vide Registration No. 36/2016 Dated 05/11/2016.

5.4.2 – No. of enrolled Alumni:

18

5.4.3 – Alumni contribution during the year (in Rupees) :

3750

5.4.4 – Meetings/activities organized by Alumni Association :

? The President of GCP Alumni Association is part of IQAC and other decision-making bodies of the college. ? The office bearers of GCP Alumni Association are special invitees in important function and meetings.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Governance through Delegation of Powers to Committees: ? The College functions through delegated authority and responsibility system. Committees are formed democratically in the staff council meetings and each committee has a teacher convener. Major committees comprise of teachers, and some specific ones include non-teaching staff and students as well. Various committees are formed at the beginning of the session to work throughout the session and published in the prospectus. However temporary committees are also formed as per the need of the hour. The Principal utilises the rich and vast experience of the College Advisory Committee and IQAC to enhance quality in imparting education. ? All the college operations are managed by committees constituted for academic and non-academic activities. The staff council constitutes of Chairperson (Principal), staff council secretary who is a teacher elected by all faculty members of the college. The innovative ideas, suggestions and opinions from the faculty members, staff and students are appreciated and incorporated in the decision-making process. Each head, convener and Coordinator is given full authority and autonomy to implement policies and programmes in consonance with statutes and laid down procedures without any restraint from the upper echelons. Periodic review meetings are held with the Principal for status reporting and evaluation of compliance in pursuit of laid down objectives. ?

Role in Financial Matters: The committees are vested with powers to make purchases at local level for expediting the efficiency where the committee members invite quotations and make the supply orders after comparative analysis as per HPFR (Himachal Pradesh Financial Rules, 2009). There is transparency and effective implementation of plans and policies based on collective responsibility and cooperation among various committees, Bursar, and administrative staff with Principal as the Disbursing Officer.

Governance through Involvement of Stakeholders: ? To encourage community participation in education Parent Teachers Association (PTA) under section 2.33 to 2.33.7 of the HP Education Code, 2001, has been established. Interaction with parents through Parent Teachers Association (PTA) General House and Executive Body meetings is an integral part of governance and their suggestions are always taken to organise any programme in the interest of the students. The information

regarding temporary recruitment and appointment of staff under PTA is shared with the Government of Himachal Pradesh from time to time and Government's instructions and notified eligibility conditions are fully complied with by the PTA. ? The College Student Central Association (CSCA) also serves as a good link between the college authorities and students. ? The Self-Financing courses through a society registered under Himachal Pradesh Societies Registration Act are being governed through Governing Body including external members which meets quarterly, and the routine management is carried by the coordinator appointed from amongst the staff. ? The courses under UGC Sponsored Community College Scheme are being governed through Board of Management including representatives from industries and industry association, which meets quarterly, and the routine management is carried by the coordinator appointed from amongst the staff.

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

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	<ul style="list-style-type: none"> • Principal method of teaching is lecture method and special emphasis is given on interactions between students and teacher. • Counselling sessions are held for the students from time to time. • Central library of the institution and Departmental libraries in the form of Book Bank in Physics, Botany and Zoology play important role to augment teaching-learning process. • Good infrastructure: The College plans to provide state of the art classrooms with projectors and Wi-Fi facilities, upgraded labs and library. • Increasing student work placements, attainments, and internships. • Improving the process of student evaluation.
Curriculum Development	<p>The curriculum is developed and approved by HPU in consultation with the member of Board of Studies (BoS) of different department. Therefore, the institution is just an implementing agency. Some of the college staff members are also the part of the board of studies and give their valuable suggestions from time to time. Dr K.S. Sen from Department of Physics has been a member of BoS from our college.</p>
Examination and Evaluation	<ul style="list-style-type: none"> • On an average 4-5 class tests in each course are conducted in routine by the teachers. • The institution has formed different committees for the smooth conduct for the internal mid-term examination which is the principal component of the continuous comprehensive assessment of the

graduation degree program. • The assignments as per the university norms are assigned and evaluated in each course with weightage in the CCE as notified by the university. • Further the awards received for the CCE for each student are uploaded on the online portal developed by the university after the end of each semester examination.

Research and Development

• Teachers are encouraged to undertake research projects. • Teaching staff is regularly intimated regarding conferences, workshops, short term courses going to be held at different places. • Faculty members are motivated for updating themselves academically. • Research committee comprising the Principal, Dr. Kuldeep Sen, Dr. Nalin Ramaul, Dr. Jagdish Chand and Dr. Jahid Ali Malik has been constituted to facilitate research and development activities. • The college will promote hosting of at least one national conference/seminar every year. • Encouraging staff to get their research work published in peer-reviewed journals.

Library, ICT and Physical Infrastructure / Instrumentation

The college regularly buys books recommended by different teaching departments as per the updated course curriculum and presently has a collection of 7968 textbooks, 684 reference books and 6 computers. The seating capacity of the library is being raised as per the increase in student enrolment. The Inflibnet's N-List subscription has been introduced to update the E-resource Centre in library. of Inflibnet's N-List. The ICT infrastructure in the college was upgraded through purchase of computers and projector. The college infrastructure has increased with the building of three-storeyed administrative block, which also has a multi-purpose hall with a stage.

Human Resource Management

• Teaching as well as non-teaching members of staff are included in various committees that are constituted at the beginning of session. Responsibilities for co-curricular activities of the college are entrusted mainly as per the interest and capabilities of employees. • Shortage in manpower, if any, is regularly intimated to the government and local

temporary arrangements are made with the help of PTA. During the session, three teachers in the subject of Public Administration, Hindi and Physical Education were appointed through PTA. • Permission and duty leave is granted for attending orientation, induction and refresher courses for career advancement of the faculty members.

Industry Interaction / Collaboration

The college has set up a Career guidance cell which maintains professional relations with the representatives of industry. The college promotes the strategy of 'beyond the classroom' activities and conducts field visits of students to industries and business organisations especially Department of Chemistry and Community College. This helps them to bridge the gap between theory and practice. The industry interaction with industries in and around Paonta Sahib helps the students in their internships and placements. The college has signed MoUs with several industries for students for enriching the learning process and providing on-hand industrial training.

Admission of Students

Rules and regulations laid down by Himachal Pradesh University are strictly followed in admission process. Reservation roster as notified by the Government of Himachal Pradesh is applied, including seats for sports and culture. Admissions are done on the basis of merit. The admission committee members counsel the students to choose appropriate courses under the Choice Based Credit System (CBCS) system. The inter-college migration cases of students are entertained depending on availability of seats. The students from neighbouring states of Uttarakhand and Haryana also prefer admission, as Paonta Sahib shares its border with these states.

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

E-governance area	Details
Planning and Development	The e-governance is utilised in the areas of planning and development with the proposals under various schemes of government being submitted online or through email.
Administration	The Manav Sampada portal of the Government of Himachal Pradesh is used

	for administration and human resource management. The url link of the portal is: http://genpmis.hp.nic.in/
Finance and Accounts	The government finance is managed through Himkosh - Integrated Financial Management Information System portal of the Government of Himachal Pradesh. The url link of the portal is: https://himkosh.nic.in/
Student Admission and Support	The student admission is managed through offline Fee Management Software prepared by the Department of Computers, Government College Dharamshala, District Kangra, Himachal Pradesh.
Examination	The examination process of filling examination forms, uploading of internal assessments, issue of admit cards, declaration of results and downloading of grade cards is e-governed through Himachal Pradesh University portal.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	NA	NA	NA	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	NA	NA	Nil	Nil	Nil	Nil
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Extended Contact Programme for	1	18/07/2016	27/07/2016	10

PG Diploma in Higher Education (Smt. Amita Joshi)				
Orientation Programme for Academic Counsellor (Sh. Yashpal)	1	11/11/2016	12/11/2016	2
Induction Training (Sh. Shanta Kumar, training in Solan)	1	11/07/2016	22/07/2016	12
Refresher Course in Language and Literature (Dr. Dipali Bhandari)	1	01/09/2016	21/09/2016	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
33	34	15	15

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Installation of RO Water purifier system	Minimum wages paid to daily wagers as per the notifications of minimum wages by the Government of Himachal Pradesh. Installation of RO Water purifier system.	Furnishing of Girls common Room. Installation of sanitary napkin vending machine and napkin incinerator for girls . Installation of separate RO Water purifier system. Purchase of furniture for canteen. Installation of digital notice board. Installation of Wi-Fi system in the campus under MoU signed between Reliance Jio and Government of Himachal Pradesh.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

? The institution is fully owned and administered by the Department of Higher Education, Government of Himachal Pradesh. The major sources of finance for the college are budgetary support from the State Government, grants, and special funds from UGC, RUSA and support from its stakeholders like PTA and Alumni. All these funds are subject to strict auditing. ? The income and expenditure are

closely monitored by the Bursar and the Principal. All the college local funds are scrutinised by the Bursar. ? Being a government institution, funds such as staff salary, medical reimbursement, travelling expenses, office expenses etc. are audited by the Accountant General of Himachal Pradesh. ? The audit of various college funds is conducted through Local Audit Department (LAD), Department of Finance, Government of Himachal Pradesh ? The independent funds under the Principal such as self-financing courses i.e., BCA and PGDCA, Community College, NSS and UGC are audited by the independent Chartered Accountant. ? The college keeps utilization of funds properly audited by chartered accountants for the timely submission of the same to the funding agencies such as UGC, RUSA and central government. ? Funds of Parent Teacher Association (PTA) and Government College Paonta Sahib Alumni Association (GCPAA) are audited by its internal auditors for producing the same in their respective general body meetings. ? Internal Audit is done by a committee consisting of a senior faculty not belonging to the Department concerned. The college constitutes every year various teams of faculty for the stock verification of books, electronic equipment, furniture, stationery, lab equipment, and other assets of each department and audit report is duly submitted. The Stock verification of all the assets of all departments is verified at the end of each and every financial year. ? Settling of Audit Objections: Once the audit process is over, the Principal and the committees concerned discusses the matter in details, and take appropriate decision to solve the audit objections, if any. The audit objection in terms of financial transactions is dealt with by the committee or the party concerned taking the responsibility. They are liable to refund any excess amount mentioned in the audit report. ? The audit by Accountant General of Himachal Pradesh of Staff salary, etc. has been done upto December 2015. ? The audit by Local Audit Department (LAD), Department of Finance, Government of Himachal Pradesh of college funds has been done upto March 2011. ? No major audit objections were raised and recorded. The audit objections have been removed or are in the process of removal.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
View File		

6.4.3 – Total corpus fund generated

2982081

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	No	Null
Administrative	No	Null	No	Null

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

? Purchase of lab single seaters for Botany, Chemistry Zoology departments: ? 62,475.00 ? Purchase of seminar chairs: ? 28900.00 ? Plastic tables and chairs for canteen: ? 15,110.00 ? Construction of channel gate in new block and Fitting of channel gate: ? 16,219.00 ? Construction of store and study room for

library: ? 59,435.00 ? Temporary faculty for Public Administration, Hindi, and Physical Education subjects: ? 87,400.00

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

- Provision of canteen facility in the college.
- Provision of sanitary vending machine and incinerator for female support staff.
- Separate toilets and a separate rest room.

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

- The old building declared unsafe has been dismantled and the construction of New Academic block has begun.
- As per recommendations of the Peer Team, the process for raising NCC unit in the college has been initiated.
- The college canteen was expanded with the addition of students' corner named.
- The IGNOU Study Centre was allocated a separate building for its smooth functioning.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Formation of IQAC Cell	19/10/2016	19/10/2016	30/06/2017	11
2016	Mentor-Mentee System	01/12/2016	01/12/2016	30/06/2017	700
2016	Career counselling Cell	01/07/2016	01/07/2016	30/06/2017	600
2017	Disaster management mock drill	20/03/2017	20/03/2017	20/03/2017	1227
2016	Setting up of Herbal Garden	02/11/2016	02/11/2016	30/06/2017	6

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Sensitization Programme	25/10/2016	30/05/2017	400	100

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Green audit of the campus done by four Team members, headed by Dr. Jahid Ali Malik.
2. Survey of flora of the campus including the botanical garden and naming of plants and trees by Eco club and Department of botany.
3. Water harvesting Tanks cleaned.
4. Vermi-compost Unit made functional to manage the biodegradable waste of the college.
5. Tree plantation drives by NSS volunteers and Eco club of the college

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Ramp/Rails	Yes	4
Scribes for examination	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	16/08/2016	1	To test the quality of water	Provision of safe drinking Water	8
2016	1	1	22/07/2016	7	Cannabis eradication	Drug Addiction	100
2017	1	1	01/03/2017	1	Training on AIDS Awareness	Prevention of AIDS	4

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for students	20/06/2016	A brief note on do's and don'ts for students is published annually in the prospectus and the students violating the conduct rules are penalised by the concerned committee accordingly. The code of conduct for students is dealt by the committees depending on the nature

of violation viz. discipline, anti-ragging and Prevention of Sexual Harassment committee. Depending on the gravity of the offence, the matter may be reported to the police for appropriate action under relevant laws. To ensure confidentiality of the complainant(s), a Complaint Box is installed and the telephone numbers of the conveners are displayed on the notice board.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Hindi Story Writing Competition	22/09/2016	03/10/2016	12
NFCH Programme Communal Harmony Week	27/02/2017	28/02/2017	100
Independence Day Celebration Fortnight	08/08/2016	23/08/2016	124

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

1. Green audit of the campus done by four Team members, headed by Dr. Jahid Ali Malik. 2. Survey of flora of the campus including the botanical garden and naming of plants and trees by Eco club and Department of botany. 3. Water harvesting Tanks cleaned. 4. Vermi-compost Unit made functional to manage the biodegradable waste of the college. 5. Tree plantation drives by NSS volunteers and Eco club of the college.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

First Best Practice: Skill Based Courses under Community College Scheme 1. Goal ? To provide affordable need-based courses with comparatively more employment opportunities catering to diversified needs. ? To provide entrepreneurial orientation along with required skill training for self-employment and entrepreneurship development. ? More specifically, the objective of Community College is to provide employable and certifiable skills-based education in accordance with National Occupational Standards (NOSs) with necessary general education to Senior Secondary School pass-outs not willing to join existing higher education system. ? To provide opportunities for vertical mobility to move up to higher levels in education in future. 2. The Context ? Relevance of Vocational Education ? Today's major concern is that formal education does not provide suitable skills to make candidates employable. In any industrial sector, there is a huge requirement for skilled manpower. This requirement is not for the jobs at top of the pyramid the demand is at the bottom of the pyramid where there is a huge skill gap. With such potential available, key

requirement is to skill today's youth, which is possible through Vocational Education. ? Scope of Entrepreneurship ? Helping young students to become economically independent through employment and entrepreneurship is the principal challenge that the college seeks to address. ? About Community College Scheme ? The Community College model is a UGC sponsored scheme, to provide low cost and high quality skill-based programmes in higher education. The community college scheme provides a flexible learning opportunity with multiple exit points to the learners irrespective of their age. ? Selection of Trades for the Courses and approval of UGC under Community College Scheme ? Based on the analysis of the structure of industries in and around Paonta Sahib, the college decided to select food processing and pharma as the preferred trades and accordingly in March 2014, the college sent the proposal to UGC for two skill-based courses (i.e. Advance Diploma in Food Processing Advance diploma in Pharmaceuticals) under community college scheme. The UGC approved both the courses under this scheme to our college vide F. 1-426/2014 (CC).

3. The Practice ? Admission ? The students are admitted in the courses twice a year i.e. January/February and June/July. ? The seats have been fixed at 50 per semester per course. ? A separate handbook of information/prospectus is published giving information of such courses. ? Governance ? The community college has constituted a separate Board of Management (BoM) for its effective governance as per UGC Guidelines. ? BoM include representative(s) of the local partner industries, relevant Sector Skills Council(s), and Nodal Officer of CC. ? BoM meets periodically to review the functioning of the CC and, thereafter, as and when required, but at least once in six months. ? Curriculum Development ? In comparison to the regular courses and courses under Self-Financing Mode, where the course curriculum is finalised by the affiliating University with hardly any flexibility at the level of college the community college scheme provides ample flexibility in curriculum development. ? The Board of Studies (BoS) of Community College have representatives from the college, partner industries and relevant Sector Skill Council(s) This reflects the academia-industry collaboration wherein the course curriculum is developed and designed in accordance with the requirements of the local industry. ? Assessment ? The scheme provides a flexible learning opportunity with multiple exit points (six months-Certificate, One Year- Diploma, and Two Years- Advance Diploma) to the learners irrespective of their age. ? The course curriculum has the skill component and the general education component. ? The Skill component of the course is assessed and certified by the respective Sector Skill Councils. ? However, the general education component is assessed by the community colleges itself.

Component	Credits	General Education Credits	Normal Duration	Exit Points
Awards	6	72	48	Four semesters
				Advanced Diploma
	5	36	24	Two semesters
				Diploma
	4	18	12	One semester
				Certificate

4. Evidence of Success ? Because of keen interest of students to learn skills, the college has given 100 results in last two assessments. ? The UGC has approved the scheme to college for another two years with a financial grant of 114.70 lakhs after the progress review meeting of the community college held at UGC vide F. 1-426/2014 (CC) dated 24 June 2016.

5. Problems Encountered and Resources Required ? Students turn out for the short term courses found to be less as compared to degree courses. Students want assurance for vertical mobility (B.Voc. Degree Programme). In Himachal Pradesh there are only two Community college but no B.Voc. College under UGC scheme. ? At present, the courses are not recognised for government jobs.

Second Best Practice: Promoting Research Competencies among Faculty

1. Title of the Practice: Promoting Research Competencies among Faculty

2. Goals ? The main aim of promoting research among college faculty is that doing research would enhance the quality of education and help the institution in achieving excellence. ? To enhance research potential of faculty and encourage teachers to take up research projects, attend and organise seminars/conferences, and publish quality research papers in reputed national and international journals.

? To enhance the research potential of faculty by expanding research outcomes through providing consultancy services to the fledging industry and services sector. 3. The Context ? Research Ambience in Colleges ? Major share of the time of the teachers in a college is devoted to teaching and research is given less importance in their routine activities. Unlike university teachers, college teachers are generally not given any incentive or motivation for their achievement in their research activities. Therefore, some encouragement is required on the part of the Management to motivate teachers to undertake research programmes. ? Role of IQAC and Research Committee ? To inculcate the mind-set of research-based teaching and learning the IQAC and Research Committee has stressed the need for encouraging research (research projects, participation and organisation of seminars and conferences) in the College on a regular basis. 4. The Practice ? Administrative Support ? The practice comprises expeditious processing and submission of research projects to the funding agencies. ? Availability of faculty improvement programmes and provision for study leave or sabbatical leave are very valuable. ? For seeding, sustaining, monitoring, and promoting excellent levels of research, development of able, capable, and sensitive administration is also extremely important. ? Various learning resources are available in the College library and resource centre that can be utilized by the staff for rendering consultancy services. ? Timely availability or release of resources: The institution promptly releases the sanctioned grants and resources as desired by the Principal Investigator. ? Encouragement of Research by IQAC and Research Committee ? To inculcate the mind-set of research-based teaching and learning the IQAC and Research Committee has taken the initiative of quality enhancement in higher education by encouraging research by the faculty. ? The College permits and encourages faculty members to engage in various consultancy services at an individual level. ? Furthermore, faculty members are encouraged to engage in consultancy services by being given duty leave and various other opportunities to widen their area of expertise. ? Financial Support for Research activities ? Cost reimbursement for attending seminars and conferences. ? E-resources ? The college has subscribed to the UGC-NLIST-INFLIBNET through which e-journals are made available and individual ID and Passwords are given to the staff members. 5. Evidence of Success ? Significant Proportion of Faculty with Research Degree ? The number of Ph.D. holders among staff has increased, with 2 teachers recently submitting their Ph.D. thesis. ? Greater Research Activity by the College Faculty ? Different faculty members and departments have been undertaking active research conducting research projects, writing research papers and published in the reputed journals and organising and participating in seminars, conferences and workshops. ? Good number of Publications ? The total number of research publications was estimated to be 63. Though the number is fairly small keeping in view the fact that the college has a regular teaching staff of 27. But it must be emphasised that only 6 teachers have contributed these 63 publications. Since we have a fairly young composition of staff by age, these staff members will be encouraged to take up research publications. These young faculties have a very long career ahead and the research publications would contributed to API score, which would be very crucial for them. ? Knowledge Dissemination enhancing Classroom Teaching ? Since teaching and research share a symbiotic relationship, the quality of learning and knowledge dissemination has been greatly enhanced at the college through quality research. 6. Problems Encountered and Resources Required ? Time Constraints ? Due to implementation of CBCS system under RUSA there is a time constraint which somewhat hinders the research activities. But the faculty at our college is still managing to excel in the field of research. ? Financial Constraints ? Various research activities including research projects and organising seminars and workshops requires generous funding.

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

institution website, provide the link

http://gcp.ac.in/document-download/62/AOAR-2016-17/1639502780_Best%20Practices

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Women Empowerment and Menstrual Hygiene Management (MHM) The motto of our college fully enshrines the mission statement: ??????? ???? ?? ?????? (shilvritphala hi vidya) "The Fruit of Learning is Good Character and Righteous Conduct" The college has a team of qualified, dedicated and highly disciplined faculty with a fair mix of both the genders. Our Lady staff members comprise a significant portion of the staff strength, which speaks of our philosophy of gender equality and empowerment to women. The female male ratio of students is also strongly in the favour of females, which amply demonstrates the increasing women empowerment among the society in the area. However, it must be admitted that a lot of gender discrimination is still prevalent in the society and our institution may contribute by assisting in the mass movement against gender discrimination. The college is a coeducational college and is gender sensitive.

Like most of its ideals, it believes in an integrated and not a segregated approach to education. It promotes a yin-yang philosophy that believes in the complementarity among opposite sexes. Gender sensitisation is a crucial issue in the present era of women empowerment. The Women Grievances Redressal Cell launched extensive gender sensitisation campaign in the college in the month of December 2016 just at the beginning of the ensuing even semester. The target was to reach every girl student, in manageable groups of 50-60 students each.

The gender-sensitisation also covered some male students. A detailed comprehensive programme in this respect was formulated by the Women Grievances Redressal Cell. The suggestion/ complaints box was installed in the prominent place in the college campus by the Women Grievances Redressal Cell. One of the most important components of Women Empowerment is appropriate Menstrual hygiene management (MHM). Menstrual hygiene management (MHM) relates to how girls and women manage their monthly period, and require access to information about menstruation, clean and safe menstrual absorbents, and amenities and facilities such as toilets and water, and waste management to maintain hygiene.

Unfortunately, people often find it embarrassing to talk about menstruation. "Nobody hides tissues when they have a runny nose... people don't get conscious when they have a sneeze coming on and public outbursts are casually blessed. The same is not there of periods." What is worse, even the sanitary-product advertisements avoid mentioning menstruation by pouring a blue liquid on the sanitary item to demonstrate its absorptiveness. This shows the stigma surrounding the blood associated with menstruation. The college through its women cell and the extension works through NSS have been targeting dissemination of information specific to menstrual hygiene that can create awareness and break the stigma and silence around menstruation. The college has been making earnest attempts to follow the National Guidelines for Menstrual Hygiene Management of the Ministry of Drinking Water and Sanitation released in December 2015. The MHM has been integrated with the Swachh Bharat Mission. Sanitary napkin vending machine and incinerator were purchased during the year and installed in the Girls Common Room and toilets respectively.

Provide the weblink of the institution

http://gcp.ac.in/document-download/63/AOAR-2016-17/1639502783_Institutional%20Distinctiveness

8.Future Plans of Actions for Next Academic Year

? Starting of Master's Degree Course in Economics Hindi. ? Creation of new posts in department of Geography, English, Economics and Hindi. ? Submission of

proposal under DBT Star College Scheme. ? Starting of construction of Second Academic Block. ? Construction of New Chemistry Lab. ? Expansion of college canteen and construction of the Students' and Teachers' Corners. ? Installation of Air Conditioner in the staff room. ? Construction of Sitting Benches for students in the open space. ? Brick tiling of compound outside Kalam Block. ? Addition of CCTV cameras to strengthen surveillance and security in the campus. ? Construction of a covered stage facing college playground.