



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	GOVERNMENT DEGREE COLLEGE SHAHPUR
• Name of the Head of the institution	MRS. ARTI VERMA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01892-237152
• Mobile No:	9418151502
• Registered e-mail	principalgcshahpur@gmail.com
• Alternate e-mail	gcshahpur-hp@nic.in
• Address	Govt. Degree College Shahpur
• City/Town	Kangra
• State/UT	Himachal Pradesh
• Pin Code	176206
2.Institutional status	
• Affiliated / Constitution Colleges	
• 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	Dr. Charu Sharma				
• Phone No.	01892-237152				
• Alternate phone No.	01892237150				
• Mobile	9418462309				
• IQAC e-mail address	sharmacharu04@yahoo.co.in				
• Alternate e-mail address	principalgcshahpur@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.gcshahpur.in/wp-content/uploads/2022/03/AQAR-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.gcshahpur.in/wp-content/uploads/2022/03/Institutional-Calender-2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.59	2019	28/02/2019	27/02/2024
6.Date of Establishment of IQAC			01/07/2011		
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
Himachal Pradesh University	NSS	HPU	2020-21	21375
Department of Science, Technology and Environment	ECO club	DST	2020-21	5000
GDC Shahpur	Fee and Funds	Students	2020-21	277500
Directorate of Higher Education	Grant-in-Aid Salary	DHE	2020-21	316224
Directorate of Higher Education	Salary and allowances	DHE	2020-21	38571542
Directorate of Higher Education	Building Fund	DHE	2020-21	324000
8. Whether composition of IQAC as per latest NAAC guidelines			Yes	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 			View File	
9.No. of IQAC meetings held during the year			4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 			No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 			View File	
10. Whether IQAC received funding from any			No	

of the funding agency to support its activities during the year?	
<ul style="list-style-type: none">• If yes, mention the amount	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>-Encouraged faculty members to use ICT-based student-centric pedagogy -Established Happiness and Yoga Club -Encouraged teachers to attend faculty development programmes -Facilitated an event to sensitize teachers on provisions of National Education Policy, 2020 and its implementation strategies -Initiation and monitoring of COVID 19 prevention and sensitization programmes</p>	
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 inform and motivate faculty members for enhancing participation in capacity building programmes	9 teachers participated in FDPs for a total of 159 days
COVID 19 prevention and sensitization programmes to be launched and monitored.	COVID 19related teams were formed who ensured that the guidelines were adhered to. Santization of campus, tests and vaccinations were conducted. Students acted as volunteers in their respective locations.
Orientation session on National Education Policy, 2020	A session was conducted which covered issues pertaining to effective implementation of the policy.
Establishment of Happiness and Yoga Club	A number of activities were conducted by this club which included celebration of Dance Day, Mothers' Day, Card making, Painting, Singing, Yoga sessions. Students developed a number of positive habits such as the habit of writing gratitude journals.
Leveraging social media for information sharing with stakeholders	Facebook page got updated on a daily basis, number of views increased

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	01/01/2021
15.Multidisciplinary / interdisciplinary	
16.Academic bank of credits (ABC):	
17.Skill development:	
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):	
20.Distance education/online education:	

Extended Profile

1.Programme

1.1 03

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

File Description	Documents
Data Template	View File

2.Student

2.1 1503

Number of students during the year

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

As per 120 point roster provided by the HP University, Shimla(SC: 15%; ST: 7.5%, Sports:5%, Handicapped:5%; Cultural: 5%)

File Description	Documents
Data Template	No File Uploaded

2.3

165

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

20

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

22

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	03
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1503
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	As per 120 point roster provided by the HP University, Shimla(SC: 15%; ST: 7.5%, Sports:5%, Handicapped:5%; Cultural: 5%)
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	165
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	20
Number of full time teachers during the year	

File Description	Documents
Data Template	View File
3.2	22
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	12
Total number of Classrooms and Seminar halls	
4.2	2.6 lakhs
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	15
Total number of computers on campus for academic purposes	

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 ensures effective curriculum delivery. Admission notification and prospectus which includes the institutional calendar are posted on the college website well in time. Admission notification, merit lists of different subjects/courses, and allotment of seats as a roster of HP University are displayed on notice boards. The college strictly adheres to the time and date schedule displayed. Time tables and sections for some subjects are displayed on the boards for the information. The classes start on the scheduled date. Regular attendance record is well maintained by the teachers. Coding of subjects is done by the office. Teachers ensure that in the first week of the teaching schedule the students are apprised of the syllabus and pattern of examination. They are also apprised about the credits required per

annum. The teachers have a well-planned method of completing the syllabus in the stipulated time. Interactive sessions, classroom seminars, surprise tests, etc. are routine methods to check the regularity of students with their studies. Theory and practical classes start soon after the commencement of the academic session. Internal examinations are conducted after the completion of two-third of the syllabus. Field visits, guest lectures, educational excursions are tentatively planned and fixed to ensure effective implementation of programs and prescribed curriculum activities.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Our college is affiliated with Himachal Pradesh University. It follows the academic calendar prepared by the University regarding admissions and examinations. However, the college prepares its individual calendar before the commencement of the session for smooth and effective functioning. The institution adheres to the academic calendar as given in the college Prospectus which is in line with the HP University schedule and HP govt. rules. In an academic session: The admission process is completed by end of June. Due to Covid-19 Pandemic, the Academic Calendar for the students of the third year 2019-20 was revised. The first, and second-year students were being promoted to the next higher semester based on the internal assessment and the previous year's performance. However, the final year students appeared for offline exams according to H.P. University Guidelines. CIE is followed as per the Continuous Comprehensive Assessment (CCA) rules prescribed by HP University Shimla. For the students enrolled for the session 2020-21 CCA account for 30% of total marks i.e. 100. The breakup of 30marks is given as under: Minor test (Class test for 5 marks+ House test for 10 marks): 15 marks; Assignments/ seminars/ class test/ tutorials/ quiz: 10 marks; Attendance: 5 marks. The student needs to pass both the components i.e. CCA and EYE (End Year Examination) separately (with at least 40% marks each in CCA, practical, and EYE) to become eligible to be declared successful for the course.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

B. Any 3 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

15

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)	No File Uploaded

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)

0

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

0

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

000

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**

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in following ways:

a. The curricula of different subjects as prescribed by the University capture various aspects of gender, humna values and sustainablity related issues. A summary is being uploaded.

b. Various departments of the college celebrates National and International days throughout the year which give important platforms for discussing issues these crosscutting issues.

c. Various societities and clubs (such asNSS, Rangers and rovers,

Eco Club, Red Ribbon Club, Yuva Red cross) sensitize the students towards the environment, gender equality, women empowerment, health, management, and social responsibility.

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

01

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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

17

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
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	No File Uploaded
URL for feedback report	https://www.gcshahpur.in/wp-content/uploads/2022/03/Feedback-on-Curriculum-Curriculum-Transaction_2020-21.pdf

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

3580

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

1015

File Description	Documents
Any additional information	View File
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

IQAC and the college Advisory Committee play a vital role in ensuring that the academic atmosphere is maintained and students attend classes regularly. Students are encouraged to consult library books for assignments. Students can access the teachers for solving their difficulties and clarifications, any time. Tutorials help advance, learners and slow learners.

The CIE and end semester exams help the students to infer their learning level and thus improve their score and Skill College encourages faculty members to attend seminars, conference orientations, refresher and induction programs to update, refresh and about the latest research in their respective fields, and acquire skill effective implementation of the curriculum.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1503	20

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 college offers the disciplines of Humanities, Sciences, and Commerce. The syllabi are designed, finalized, and amended as per Himachal Pradesh University guidelines from time to time. The syllabi have been prepared based on a learning outcomes-based curriculum framework. The program learning outcomes and course learning outcomes have been clearly specified in the syllabi to help prospective students, parents, and employers understand the nature and extent of the degree program to maintain national and international standards and help student mobility.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The college had 5 ICT-enabled smart classrooms and departments have been given laptops as well. There is a well-furnished computer lab which is being used by various departments. But due to COVID 19, teachers could not use college-based resources, However, all of them used their personal resources to ensure an effective teaching-learning process. They shared online resources through WhatsApp and Telegram groups. Teachers also prepared audio and /or video lectures and shared them with the students on a regular basis. Students posted their queries through social sites and teachers responded to them and clarified their issues. Being a hilly region, internet connectivity is poor and in a few cases, even unavailable. In these circumstances, students and teachers kept in touch through phone.

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

20

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

2.4 - Teacher Profile and Quality

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

20

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

13

File Description	Documents
Any additional information	View File
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

20

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.

Internal assessment comprise three components: Mid term test/House Exam; Assignments; Attendance. It carries 30% weightage of total evaluation which ensures seriousness of this process for both students and teachers. Students are apprised of internal assessemnt process during orientation sesssions. While mid-term tests/house exams are notified commonly, assignments are given by teachers at regulat intervals. Due to COVID 19 entire internal assesmnegt process was conducted online. Mid-term assessments/House exams were conducted through online mode. Exam pattern, marking scheme, composite result are shared with students in a transparent manner. .

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

Any grievance pertaining to internal assessment is raised by students to the Principal, who, in turn, forwards student's application to the concerned teacher as well as to the Examination committee. The teacher looks in to the matter, does the needful and reports back to the Principal and the Examination Committee. These grievances are typically settled within a fortnight.

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.

The course outcomes are available on the institutional website. Teachers too discuss these expected outcomes in their respective classess at the outset of the session,

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.gcshahpur.in/program-and-course-outcome/
Upload COs for all courses (exemplars from Glossary)	View File

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

Teachers prepare test papers keeping expected programme outcomes in view. It implies that programme outcomes are evaluated in class tests, mid term tests and through external assessment at the end of the session.

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

172

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://www.gcshahpur.in/wp-content/uploads/2022/03/Student-satisfaction-survey-2020-21.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)

0 lakhs

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)	View File

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)	View File
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

0

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

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

1

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

0

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

During the year 2020-21, various organs of the college conducted a number of extension activities. A list is being given below:

- .National Service Scheme of the College conducted a number of awareness programs: Swachha hi Sewa ; (19/08/20); Cleanliness drive (02/10/20), and Plantation Drive (26/11/20).
- Yuva Red Cross conducted an awareness campaign on the occasion of International Day of Peace (21/09/20).
- Red Ribbon club conducted an AIDS awareness Camp (01/12/20) regarding the stigmatization of HIV/AIDS patients.
- ECO Club too conducted a plantation drive on 27/02/2021).
- Commerce and Management Society of the college conducted a

village-level programme on government schemes and sensitization on COVID virus prevention.

- An online meet was conducted on 14/05/2021 for those student volunteers who were working in their respective villages and adjoining areas on COVID prevention. This event proved to be a morale booster for them and clarified their doubts regarding their duties.

These activities contributed to the well-being of society as well as deepened social values amongst 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

0

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	No File Uploaded

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

6

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
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

172

File Description	Documents
Report of the event	No File Uploaded
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)	View File
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

0

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	View File

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.

We have 47 classrooms, out of which 37 are with the Central University of Himachal Pradesh (CUHP). Classrooms are fully furnished with adequate furniture. There are 6 smart classrooms, one is with CUHP. We have 3 laboratories for science students, one for Commerce students, one for Geography and one for the students of computer science. These labs are well stocked with the needed equipment, apparatus, charts models, specimen. The campus is fully Wi-Fi.

File Description	Documents
Upload any additional information	No File Uploaded
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.

For extracurricular activities, a hall has been constructed in the Science block where a series of events and activities are conducted throughout the session. We also have a football ground which doubles up for athletics and other track and field events.

File Description	Documents
Upload any additional information	No File Uploaded
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.

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.gcshahpur.in/ict-enabled-teaching-learning/
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)

0

File Description	Documents
Upload any additional information	No File Uploaded
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)

ILMS software SOUL has been installed. version 2.0 Year of automation 2019

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

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

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)

0

File Description	Documents
Any additional information	No File Uploaded
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)	View File

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

50

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

4.3 - IT Infrastructure

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

Usually, the college updates IT infrastructure as and when needed but during 2020-21, the institution remained closed for most of the time. Therefore, it could not take place during the assessment year.

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	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

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)**

324000

File Description	Documents
Upload any additional information	No File Uploaded
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.

Procedures and policies are guided by Office Procedures and Financial Rules of the government and various directives that the college receives from time to time. While maintenance and up-gradation of infrastructure procured through RUSA are looked after by PMU (Project monitoring unit), a number of committees have been formed to facilitate maintenance and utilization of physical, academic and support facilities. These committees include: Infrastructure development, Purchase Maintenance and Repair Committee Electricity and Water Committee Stock verification is conducted on a regular basis. Based on the recommendations of respective stock verification committees, repair works are undertaken for repairable articles while unserviceable articles are written off through write off committee. While minor repairs are done at the college level, major repairs are done through Public Works Department and other such government agencies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.gcshahpur.in/wp-content/uploads/2021/09/Procedures-and-policies-for-maintaining-and-utilizing-physical.pdf

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

73

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

04

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)	View File

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

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
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

138

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

138

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted 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	No File Uploaded
Upload any additional information	View File
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

0

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

19

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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

0

File Description	Documents
Upload supporting data for the same	View File
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.**

1

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)	View File

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)

Students are made part of a number of committees constituted for ensuring the smooth conduct of administrative activities at various levels. College Student Central Association is formed for giving space for students' voices. Besides office bearers and members of the CSCA, other students are also involved in the decision-making process in various activities of clubs and societies. While due to Covid 19, a formal CSCA could not be constituted at the institutional level, yet college administration took every step to ensure students' representation in various administrative, co-curricular and extracurricular activities.

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

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

10

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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

There is an alumni association but it is not registered yet. The process is on and we are likely to get it registered during the next academic year. However, the number has increased from the previous year and we do receive constructive suggestions from them and reach out to them as the need arises.

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

5.4.2 - Alumni contribution during the year E. <1Lakhs

(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

The vision of our college is: Enlightenment to empowerment through education. We aim to impart value-based quality education to students who largely come from economically backward backgrounds in a safe, democratic and participative environment. We not only help students gain academic skills and employability skills but we also make attempts to transform them into socially responsible citizens.

The governance of the institution is reflective of and in tune with the vision and mission of the institution which is evident from the following facts:

a. The curricula of various subjects impart subject-related knowledge and requisite academic skills as per a well-structured system. At the same time, the focus is also given to nurturing values that are embedded in the curriculum explicitly and implicitly.

b. Feedback is solicited on the curriculum and its transactions and steps are taken accordingly as per the suggestions received from the students, teachers, and alumni. This helps to ensure quality.

b. A number of co-curricular and extra-curricular activities are conducted regularly so that students gain life skills and develop competencies needed to succeed in the academic and real world. The clubs and societies work year long to realize the vision and mission of the college by conducting activities that foster cooperation, collaboration, and excellence.

c. Student support services such as scholarships, guidance/counseling cell, and grievance redressal cell also assist in achieving the vision and mission of the college.

d. Infrastructure and finances are managed through effective deployment of committees that ultimately aim to ensure effective management of academic and support facilities.

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.

The leadership of the college has instituted a number of practices that attempt to enhance institutional effectiveness. We have adopted a multi-stakeholder perspective in order to ensure the benefits of decentralization and participatory management. In our context, key stakeholders include students, teachers, non-teaching staff, parents, alumni, and the community. Key practices include the following:

- The administration is run through the formation of a number of committees involving teachers, non-teaching staff, and students.
- College Student Central Association is involved in planning and managing activities in the college.
- Meetings are conducted on a regular basis where attendees engage in consensual conversations in a democratic manner leading to decisions that are acceptable to all.
- Suggestions and support are sought from parents and old students through PTA and OSA.
- Respected citizens, experienced professionals, and educators are invited occasionally for soliciting pointers for enhancing quality of the institutional performance.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategies for realizing the vision and mission of the college are prepared at the beginning of the session covering curricular and extracurricular initiatives captured in the institutional calendar.

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.

The functioning of the institutional bodies is ineffective and inefficient which are evident from the following observations:

- There exist clear-cut policies and procedures regarding admission policy, curriculum and its transaction, assessment, and evaluation. These policies are proposed and/or modified by Himachal Pradesh University and the Department of Education, Government of Himachal Pradesh.
- Appointments of teaching staff are conducted by the Public Service Commission as per the eligibility criteria set by UGC. Appointments of non-teaching staff are done through Staff Selection Commission as well as through the Department of Education, Government of Himachal Pradesh. Service rules of government employees are applicable under staff.
- Administrative setup has also been given by the Government in which the Principal heads the institution and governs affairs of the college through a number of committees notified duly at the beginning of each session. Committees comprise of teaching as well as non-teaching staff and in a few cases, students as well.
- Curricular, co-curricular and administrative assignments are distributed as per the assigned job role and interest area of the staff.
- While administrative hierarchy is well defined, decisions are taken in a participatory, consensual, and collaborative manner.
- Parents and students are engaged in the decision-making process wherever their participation is needed.
- The effectiveness of the institution is visible in terms of

growing enrolment, better pass percentage, and better transition of our students in postgraduate courses over the years.

- Our teachers' contributions beyond their teaching and administrative assignments have also been recognized well within the fraternity.

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

E. None 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)	View File

6.3 - Faculty Empowerment Strategies

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

Being a government institution, college staff is entitled to all the welfare measures initiated by the government. They are given all kinds of leaves/holidays and applicable vacations. As per the university and State government rules, all the allowances are given to all the employees as per their entitlement without any delay like Gratuity, Leave Encashment, Medical Reimbursement, Family Pension, GIS, Retirement Pension, maternity, and paternity leaves. Pension schemes are available for employees who have joined the service before 31/03/2004 while NPS is available for

all the employees joining after 01-04- 2004. For attending workshops/ conferences/ seminars, the teachers are provided academic leaves. College is under 2F/12B so all the benefits are claimed by faculty participating in any courses under the career advancement scheme. TA/DA is also provided according to government rules.

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

0

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)	View File

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

0

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)	View File

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

10

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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

For various cadres of employees working in the college, the Department of Higher Education, Government of Himachal Pradesh have devised a number of appraisal formats which are available on the government's website. These forms are for: the principal,

college teachers, superintendent, clerks, lab staff, librarians. These formats are comprehensively designed covering all domains of work relevant to a particular position. These appraisal formats are filled regularly by the staff and sent to the Directorate for necessary action. Besides these formal appraisals, informal appraisals are done round the year, and employees are given feedback for enhancing their productivity, effectiveness, and efficiency.

File Description	Documents
Paste link for additional information	https://education.hp.gov.in/?q=notice_board&tid=6
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

Financial audits are conducted on a regular basis. External audits are done by the Local Audit Department as well by the AG office periodically. Audit objections are dealt with through a properly laid-out procedure. However, during 2020-21 no external audits were conducted. The Bursar of the college ensures internal checks in light of HP Financial Rules, 2009.

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

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)

0

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

Being a government institution, the college receives an annual budgetary allotment. The following strategies are employed at the level of the institution for the mobilization of funds:

- The institution collects fees and funds as per the directions received from the Department of Higher Education, Government of Himachal Pradesh.
- Parent-Teacher Association has been formed and funds are collected from every student which constitutes a PTA fund used for the welfare of the students/college.

The following strategies are employed for optimum utilization of resources :

1. Needs are generated at the level of teaching departments or activity committees. For example, the requirement of chemicals for conducting practical classes. The requisition is approved by the sanctioning authority as per its merit and purchases are made as per HP Financial Rules.
2. The college has a systematic procedure of purchasing, maintaining, and utilizing physical academic and supporting facilities.
3. In the case of major financial decisions are meetings of the College Advisory Committee are called which deliberates on the merits and demerits of received proposals and takes decisions ensuring that money is spent properly for student welfare.
4. Stock verification is conducted annually to ensure that physical resources are available in good condition.
5. Repair, upkeep and maintenance are conducted regularly.

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

IQAC makes every attempt to institutionalize best practices. For example, tutorial cum mentoring groups are being formed regularly in order to understand the strengths and weaknesses of students and to assist them in a better manner. These groups are assigned to teachers teaching major subjects since they get to spend more time together by default. Career guidance and counseling too have become a regular activity in college. This process is helping students chart out their futures. Community engagement has strengthened over years. While COVID-related limitations restricted group activities, individual students contributed significantly to their respective communities during 2020-21. A number of other initiatives of IQAC too enhanced operational efficiency and organizational effectiveness.

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

Reflection on practice is key to achieving organizational effectiveness. Therefore, it has been part of our organizational culture to reflect upon the teaching-learning process and operational methodologies. During 2020-21 IQAC framed COVID appropriate guidelines and monitored the online teaching-learning process.

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	https://www.gcshahpur.in/wp-content/uploads/2022/03/Annual-report-2020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
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

Due to the COVID situation, the college could not initiate any new activity for the promotion of gender equity during the year. However, we did continue initiatives that were started earlier. For example, Girls' Counseling Cell, as well as Grievance Redressal Cell functioned regularly.

File Description	Documents
Annual gender sensitization action plan	Nil
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	https://www.gcshahpur.in/wp-content/uploads/2022/03/promotion-of-gender-equity.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
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

Waste segregation is being done at the source and bio-degradable and non-biodegradable waste are being disposed off accordingly.

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

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

D. Any 1 of the above

system in the campus

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:**

C. Any 2 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**

D. Any 1 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	No File Uploaded
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

D. Any 1 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).

Following initiatives are being taken by the college for ensuring an inclusive environment:

a. Admission of students from diverse backgrounds

b. Special focus on students with disadvantaged groups in form of scholarships and encouragements for various activities

c. A number of National and International Days are observed in order to inculcate appropriate values among students. For example, during 2020-21 following days were celebrated: International Youth Day, Constitution Day, AIDS Day, Science Day, Women's Day, International Dance Day, Mothers' Day, Environment Day, No Tobacco Day.

d. Aazadi ka Amrit Mahotsav gave another opportunity to engage students in various activities that created values pertaining to

national integration and harmony.

e. Ek Bharat Shreshtha Bharat (EBSB) provides a forum for the promotion of national consciousness and cultural harmony.

f. Initiatives by NSS and other clubs such as Red Ribbon Club give students opportunities to engage effectively with the community. Our students worked as COVID warriors in their respective villages as well.

g. In the existing curricula, there are spaces that are being used by teachers to inculcate values of tolerance, harmony, and integration. These spaces have been already listed under 1.3.1.

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

Students and staff are sensitized to constitutional values, duties, and responsibilities in the following ways:

a. Preamble of the constitution and Fundamental Duties of the citizens have been displayed prominently at various places in the campus.

b. National Constitution Day is celebrated every year which gives an opportunity to remind students our obligations as laid out by the constitution. Celebration of other National and International days such as Human Rights Day, Peace Day etc also provide spaces for making students aware of their responsibilities.

c. In various activities conducted by NSS and other clubs /societies, discussions take place on various duties of the citizen.

d. Voter awareness programme, which could not be organised during

2020-21 due to COVID, is a regular feature of the college.

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 E. None 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 believes that the celebration of national and international days provides opportunities to inculcate values and develop life skills. Despite pandemic-related restrictions, the college did celebrate a number of such events through virtual mode. A report has been uploaded.

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:

Enhanced faculty participation in FDPs

Objectives

To motivate teaching staff of the college for attending faculty development programmes

Context

The education sector is changing at an accelerated pace resulting in to an enhanced need for training of in-service teachers. Skill obsolescence is becoming a norm. Teachers need to unlearn and relearn a number of aspects in order to remain relevant and up to date. A number of initiatives are going on at various levels through various platforms to address this need. However, during 2019-20 only 4 teachers attended such activities. Therefore, IQAC decided to enhance faculty participation in FDPs and conferences.

The practice

- Information pertaining to opportunities available for faculty development programmes are collected from various sources.
- The collected information is shared with staff.
- IQAC contacts and motivates staff members who might find a particular FDP relevant in their respective disciplines.

- Interested teachers are accorded necessary permission and duty leave without any delay.
- They are supported with preparing abstracts and presentations.
- They attended the event and submitted a brief report.

Evidence of success

Compared to 2019-20 when 4 teachers attended a FDPs for a total of 26 days, during 2020-21 9 teachers participated in FDPs for a total of 159 days and nearly 40 one day webinars. These experiences and exposures enhanced their knowledge and capacities which were used in the classrooms of respective subjects.

Problem encountered

Due to paucity of faculty, it becomes difficult to depute teachers simultaneously for attending FDPs.

Resources required

No funding is available for reimbursing travel, stay and participation

Best practice 2

Title of the practice:

Student orientation on use of online classes/accessing and utilizing e resources for students

Objectives

To enhance readiness of students for using online learning tools/resources

Context

COVID 19 forced teachers and learners to adopt ICT tools in order to continue teaching-learning process. In the context of students who have limited access to mobile phones/laptop and internet, the challenge gets multiplied. While students from privileged homes do figure out the usage of technology on their own, students from underprivileged homes need proper orientation and continual and

handholding.

The practice

- Computer teacher of the college conducted a workshop for teachers covering following topics: Features of Google Meet; Accessing teaching-learning resources online
- After this event, teachers conducted almost similar workshops for their students.
- Difficulties faced by students were discussed in separate sessions.

Evidence of success

- Number of students who attended online classes increased.
- Their participation in online classes enhanced.
- Their completion rate of assignment using online resources increased.

Problem encountered

Poor internet connectivity and limited availability of data at the end of students.

Resources required

In case, classes are being conducted exclusively through online mode, students should be given internet data allowances to ensure their connectivity.

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

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

Enhanced stakeholder connections through social media

Continual stakeholder engagement is one of the thrust areas of the institution. Hilly location of the college makes it difficult to ensure that we remain connected with our stakeholders. On the other hand, Social media has become a potent tool for communication over recent years. It is known to enhance the visibility of the institution and connect it to the stakeholders. Keeping this perspective Department of Higher Education, MHRD, Government of India issued a letter DO No Secy/(HE)/07/2019 dated July 3, 2019, regarding the identification of a social media Champion. In this connection following points are worth mentioning:

1. Our college was one of the first colleges in the district to create a Facebook page.
2. During 2020-21 number of people: who followed us, and viewed our posts increased manifold.
3. The number of follow-up calls emanating from our posts increased as well.
4. Our page got updated regularly which helped us inform our stakeholders about the happenings in the college.
5. During COVID 19, WhatsApp became the medium of communication. However, due to its limitation of group size, we had to shift to Telegram for reaching out to the maximum number of students in one go.

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 ensures effective curriculum delivery. Admission notification and prospectus which includes the institutional calendar are posted on the college website well in time. Admission notification, merit lists of different subjects/courses, and allotment of seats as a roster of HP University are displayed on notice boards. The college strictly adheres to the time and date schedule displayed. Time tables and sections for some subjects are displayed on the boards for the information. The classes start on the scheduled date. Regular attendance record is well maintained by the teachers. Coding of subjects is done by the office. Teachers ensure that in the first week of the teaching schedule the students are apprised of the syllabus and pattern of examination. They are also apprised about the credits required per annum. The teachers have a well-planned method of completing the syllabus in the stipulated time. Interactive sessions, classroom seminars, surprise tests, etc. are routine methods to check the regularity of students with their studies. Theory and practical classes start soon after the commencement of the academic session. Internal examinations are conducted after the completion of two-third of the syllabus. Field visits, guest lectures, educational excursions are tentatively planned and fixed to ensure effective implementation of programs and prescribed curriculum activities.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Our college is affiliated with Himachal Pradesh University. It follows the academic calendar prepared by the University regarding admissions and examinations. However, the college

prepares its individual calendar before the commencement of the session for smooth and effective functioning. The institution adheres to the academic calendar as given in the college Prospectus which is in line with the HP University schedule and HP govt. rules. In an academic session: The admission process is completed by end of June. Due to Covid-19 Pandemic, the Academic Calendar for the students of the third year 2019-20 was revised. The first, and second-year students were being promoted to the next higher semester based on the internal assessment and the previous year's performance. However, the final year students appeared for offline exams according to H.P. University Guidelines. CIE is followed as per the Continuous Comprehensive Assessment (CCA) rules prescribed by HP University Shimla. For the students enrolled for the session 2020-21 CCA account for 30% of total marks i.e. 100. The breakup of 30marks is given as under: Minor test (Class test for 5 marks+ House test for 10 marks): 15 marks; Assignments/ seminars/ class test/ tutorials/ quiz: 10 marks; Attendance: 5 marks. The student needs to pass both the components i.e. CCA and EYE (End Year Examination) separately (with at least 40% marks each in CCA, practical, and EYE) to become eligible to be declared successful for the course.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

B. Any 3 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

15

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)	No File Uploaded

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)

0

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

0

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

000	
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	
<p>Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in following ways:</p> <p>a. The curricula of different subjects as prescribed by the University capture various aspects of gender, human values and sustainability related issues. A summary is being uploaded.</p> <p>b. Various departments of the college celebrates National and International days throughout the year which give important platforms for discussing issues these crosscutting issues.</p> <p>c. Various societies and clubs (such as NSS, Rangers and rovers, Eco Club, Red Ribbon Club, Yuva Red cross) sensitize the students towards the environment, gender equality, women empowerment, health, management, and social responsibility.</p>	
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	
01	

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
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

17

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	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
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	No File Uploaded
URL for feedback report	https://www.gcshahpur.in/wp-content/uploads/2022/03/Feedback-on-Curriculum-Curriculum-Transaction_2020-21.pdf

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

3580

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

1015

File Description	Documents
Any additional information	View File
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

IQAC and the college Advisory Committee play a vital role in ensuring that the academic atmosphere is maintained and students attend classes regularly. Students are encouraged to consult library books for assignments. Students can access the teachers for solving their difficulties and clarifications, any time. Tutorials help advance, learners and slow learners.

The CIE and end semester exams help the students to infer their learning level and thus improve their score and Skill College encourages faculty members to attend seminars, conference orientations, refresher and induction programs to update, refresh and about the latest research in their respective fields, and acquire skill effective implementation of the curriculum.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1503	20

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 college offers the disciplines of Humanities, Sciences, and Commerce. The syllabi are designed, finalized, and amended as per Himachal Pradesh University guidelines from time to time. The syllabi have been prepared based on a learning outcomes-based curriculum framework. The program learning outcomes and course learning outcomes have been clearly specified in the syllabi to help prospective students, parents, and employers understand the nature and extent of the degree program to maintain national and international standards and help student mobility.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The college had 5 ICT-enabled smart classrooms and departments have been given laptops as well. There is a well-furnished computer lab which is being used by various departments. But due to COVID 19, teachers could not use college-based resources, However, all of them used their personal resources to ensure an effective teaching-learning process. They shared online resources through WhatsApp and Telegram group. Teachers also prepared audio and /or video lectures and shared them with the students on a regular basis. Students posted their queries through social sites and teachers responded to them and clarified their issues. Being a hilly region, internet connectivity is poor and in a few cases, even unavailable. In these circumstances, students and teachers kept in touch through phone.

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	
20	
File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File
2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
20	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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	
13	
File Description	Documents
Any additional information	View File
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

20

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.

Internal assessment comprise three components: Mid term test/House Exam; Assignments; Attendance. It carries 30% weightage of total evaluation which ensures seriousness of this process for both students and teachers. Students are apprised of internal assessemnt process during orientation sesssions. While mid-term tests/house exams are notified commonly, assignments are given by teachers at regulat intervals. Due to COVID 19 entire internal asssesmnegt process was conducted online. Mid-term assessments/House exams were conducted through online mode. Exam pattern, marking scheme, composite result are shared with students in a transparent manner. .

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

Any grievance pertaining to internal assessment is raised by students to the Principal, who, in turn, forwards student's application to the concerned teacher as well as to the Examination committee. The teacher looks in to the matter, does the needful and reports back to the Principal and the Examination Committee. These grievances are typically settled within a fortnight.

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.

The course outcomes are available on the institutional website. Teachers too discuss these expected outcomes in their respective classes at the outset of the session,

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.gcshahpur.in/program-and-course-outcome/
Upload COs for all courses (exemplars from Glossary)	View File

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

Teachers prepare test papers keeping expected programme outcomes in view. It implies that programme outcomes are evaluated in class tests, mid term tests and through external assessment at the end of the session.

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

172

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://www.gcshahpur.in/wp-content/uploads/2022/03/Student-satisfaction-survey-2020-21.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)

0 lakhs

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)	View File

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)	View File
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

0

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

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

1

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

0

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

During the year 2020-21, various organs of the college conducted a number of extension activities. A list is being given below:

- .National Service Scheme of the College conducted a number of awareness programs: Swachha hi Sewa ; (19/08/20); Cleanliness drive (02/10/20), and Plantation Drive (26/11/20).
- Yuva Red Cross conducted an awareness campaign on the occasion of International Day of Peace (21/09/20).
- Red Ribbon club conducted an AIDSAwareness Camp (01/12/20) regarding the stigmatization of HIV/AIDS patients.
- ECO Club too conducted a plantation drive on 27/02/2021).
- Commerce and Management Society of the college conducted a village-level programme on government schemes and sensitization on COVID virus prevention.
- An online meet was conducted on 14/05/2021 for those student volunteers who were working in their respective villages and adjoining areas on COVID prevention. This event proved to be a morale booster for them and clarified their doubts regarding their duties.

These activities contributed to the well-being of society as well as deepened social values amongst 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

0

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	No File Uploaded

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

6

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
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

172

File Description	Documents
Report of the event	No File Uploaded
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)	View File
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

0

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	View File

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.

We have 47 classrooms, out of which 37 are with the Central University of Himachal Pradesh (CUHP). Classrooms are fully furnished with adequate furniture. There are 6 smart classrooms, one is with CUHP. We have 3 laboratories for science students, one for Commerce students, one for Geography and one for the students of computer science. These labs are well stocked with the needed equipment, apparatus, charts models, specimen. The campus is fully Wi-Fi.

File Description	Documents
Upload any additional information	No File Uploaded
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.

For extracurricular activities, a hall has been constructed in the Science block where a series of events and activities are conducted throughout the session. We also have a football ground which doubles up for athletics and other track and field events.

File Description	Documents
Upload any additional information	No File Uploaded
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.

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.gcshahpur.in/ict-enabled-teaching-learning/
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)

0

File Description	Documents
Upload any additional information	No File Uploaded
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)

ILMS software SOUL has been installed. version 2.0 Year of automation 2019

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

E. None 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)	View File

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)

0

File Description	Documents
Any additional information	No File Uploaded
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)	View File

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

50

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Usually, the college updates IT infrastructure as and when needed but during 2020-21, the institution remained closed for most of the time. Therefore, it could not take place during the assessment year.

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	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

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)****324000**

File Description	Documents
Upload any additional information	No File Uploaded
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.

Procedures and policies are guided by Office Procedures and Financial Rules of the government and various directives that the college receives from time to time. While maintenance and up-gradation of infrastructure procured through RUSA are looked after by PMU (Project monitoring unit), a number of committees have been formed to facilitate maintenance and utilization of physical, academic and support facilities. These committees include: Infrastructure development, Purchase Maintenance and Repair Committee Electricity and Water Committee Stock verification is conducted on a regular basis. Based on the recommendations of respective stock verification committees, repair works are undertaken for repairable articles while unserviceable articles are written off through write off committee. While minor repairs are done at the college level, major repairs are done through Public Works Department and other such government agencies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.gcshahpur.in/wp-content/uploads/2021/09/Procedures-and-policies-for-maintaining-and-utilizing-physical.pdf

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

73

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

04

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)	View File
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	D. 1 of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
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	
138	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
138	
File Description	Documents
Any additional information	No File Uploaded
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	A. All of the above

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

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

0

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

19

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
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

0

File Description	Documents
Upload supporting data for the same	View File
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.

1

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)	View File

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)

Students are made part of a number of committees constituted for ensuring the smooth conduct of administrative activities at various levels. College Student Central Association is formed for giving space for students' voices. Besides office bearers and members of the CSCA, other students are also involved in the decision-making process in various activities of clubs and societies. While due to Covid 19, a formal CSCA could not be constituted at the institutional level, yet college administration took every step to ensure students' representation in various administrative, co-curricular and extracurricular activities.

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

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

10

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
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

There is an alumni association but it is not registered yet. The process is on and we are likely to get it registered during the next academic year. However, the number has increased from the previous year and we do receive constructive suggestions from them and reach out to them as the need arises.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

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

The vision of our college is: Enlightenment to empowerment through education. We aim to impart value-based quality education to students who largely come from economically backward backgrounds in a safe, democratic and participative environment. We not only help students gain academic skills and employability skills but we also make attempts to transform them into socially responsible citizens.

The governance of the institution is reflective of and in tune with the vision and mission of the institution which is evident from the following facts:

a. The curricula of various subjects impart subject-related knowledge and requisite academic skills as per a well-structured system. At the same time, the focus is also given to nurturing values that are embedded in the curriculum explicitly and implicitly.

b. Feedback is solicited on the curriculum and its transactions and steps are taken accordingly as per the suggestions received from the students, teachers, and alumni. This helps to ensure quality.

b. A number of co-curricular and extra-curricular activities are conducted regularly so that students gain life skills and develop competencies needed to succeed in the academic and real world. The clubs and societies work year long to realize the vision and mission of the college by conducting activities that foster cooperation, collaboration, and excellence.

c. Student support services such as scholarships, guidance/counseling cell, and grievance redressal cell also assist in achieving the vision and mission of the college.

d. Infrastructure and finances are managed through effective deployment of committees that ultimately aim to ensure effective management of academic and support facilities.

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.

The leadership of the college has instituted a number of practices that attempt to enhance institutional effectiveness. We have adopted a multi-stakeholder perspective in order to ensure the benefits of decentralization and participatory management. In our context, key stakeholders include students, teachers, non-teaching staff, parents, alumni, and the community. Key practices include the following:

- The administration is run through the formation of a number of committees involving teachers, non-teaching staff, and students.
- College Student Central Association is involved in planning and managing activities in the college.
- Meetings are conducted on a regular basis where attendees engage in consensual conversations in a democratic manner leading to decisions that are acceptable to all.

- Suggestions and support are sought from parents and old students through PTA and OSA.
- Respected citizens, experienced professionals, and educators are invited occasionally for soliciting pointers for enhancing quality of the institutional performance.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategies for realizing the vision and mission of the college are prepared at the beginning of the session covering curricular and extracurricular initiatives captured in the institutional calendar.

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.

The functioning of the institutional bodies is ineffective and inefficient which are evident from the following observations:

- There exist clear-cut policies and procedures regarding admission policy, curriculum and its transaction, assessment, and evaluation. These policies are proposed and/or modified by Himachal Pradesh University and the Department of Education, Government of Himachal Pradesh.
- Appointments of teaching staff are conducted by the Public Service Commission as per the eligibility criteria set by UGC. Appointments of non-teaching staff are done through Staff Selection Commission as well as through the

Department of Education, Government of Himachal Pradesh. Service rules of government employees are applicable under staff.

- Administrative setup has also been given by the Government in which the Principal heads the institution and governs affairs of the college through a number of committees notified duly at the beginning of each session. Committees comprise of teaching as well as non-teaching staff and in a few cases, students as well.
- Curricular, co-curricular and administrative assignments are distributed as per the assigned job role and interest area of the staff.
- While administrative hierarchy is well defined, decisions are taken in a participatory, consensual, and collaborative manner.
- Parents and students are engaged in the decision-making process wherever their participation is needed.
- The effectiveness of the institution is visible in terms of growing enrolment, better pass percentage, and better transition of our students in postgraduate courses over the years.
- Our teachers' contributions beyond their teaching and administrative assignments have also been recognized well within the fraternity.

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

E. None 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)	View File

6.3 - Faculty Empowerment Strategies

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

Being a government institution, college staff is entitled to all the welfare measures initiated by the government. They are given all kinds of leaves/holidays and applicable vacations. As per the university and State government rules, all the allowances are given to all the employees as per their entitlement without any delay like Gratuity, Leave Encashment, Medical Reimbursement, Family Pension, GIS, Retirement Pension, maternity, and paternity leaves. Pension schemes are available for employees who have joined the service before 31/03/2004 while NPS is available for all the employees joining after 01-04- 2004. For attending workshops/ conferences/ seminars, the teachers are provided academic leaves. College is under 2F/12B so all the benefits are claimed by faculty participating in any courses under the career advancement scheme. TA/DA is also provided according to government rules.

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

0

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)	View File

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

0

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)	View File

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

10

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
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

For various cadres of employees working in the college, the Department of Higher Education, Government of Himachal Pradesh have devised a number of appraisal formats which are available on the government's website. These forms are for: the principal, college teachers, superintendent, clerks, lab staff, librarians. These formats are comprehensively designed covering all domains of work relevant to a particular position. These appraisal formats are filled regularly by the staff and sent to the Directorate for necessary action. Besides these formal appraisals, informal appraisals are done round the year, and employees are given feedback for enhancing their productivity, effectiveness, and efficiency.

File Description	Documents
Paste link for additional information	https://education.hp.gov.in/?q=notice_board&tid=6
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

Financial audits are conducted on a regular basis. External audits are done by the Local Audit Department as well by the AG office periodically. Audit objections are dealt with through a

properly lai-out procedure. However, during 2020-21 no external audits were conducted. The Bursar of the college ensures internal checks in light of HP Financial Rules, 2009.

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

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)

0

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

Being a government institution, the college receives an annual budgetary allotment. The following strategies are employed at the level of the institution for the mobilization of funds:

- The institution collects fees and funds as per the directions received from the Department of Higher Education, Government of Himachal Pradesh.
- Parent-Teacher Association has been formed and funds are collected from every student which constitutes a PTA fund used for the welfare of the students/college.

The following strategies are employed for optimum utilization of resources :

1. Needs are generated at the level of teaching departments or activity committees. For example, the requirement of chemicals for conducting practical classes. The requisition is approved by the sanctioning authority as per its merit and purchases are made as per HP Financial Rules.
2. The college has a systematic procedure of purchasing, maintaining, and utilizing physical academic and supporting facilities.
3. In the case of major financial decisions are meetings of the College Advisory Committee are called which deliberates on the merits and demerits of received proposals and takes decisions ensuring that money is spent properly for student welfare.
4. Stock verification is conducted annually to ensure that physical resources are available in good condition.
5. Repair, upkeep and maintenance are conducted regularly.

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

IQAC makes every attempt to institutionalize best practices. For example, tutorial cum mentoring groups are being formed regularly in order to understand the strengths and weaknesses of students and to assist them in a better manner. These groups are assigned to teachers teaching major subjects since they get to spend more time together by default. Career guidance and counseling too have become a regular activity in college. This process is helping students chart out their futures. Community engagement has strengthened over years. While COVID-related limitations restricted group activities, individual students contributed significantly to their respective communities during 2020-21. A number of other initiatives of IQAC too enhanced operational efficiency and organizational effectiveness.

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

Reflection on practice is key to achieving organizational effectiveness. Therefore, it has been part of our organizational culture to reflect upon the teaching-learning process and operational methodologies. During 2020-21 IQAC framed COVID appropriate guidelines and monitored the online teaching-learning process.

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	https://www.gcshahpur.in/wp-content/uploads/2022/03/Annual-report-2020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
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

Due to the COVID situation, the college could not initiate any new activity for the promotion of gender equity during the year. However, we did continue initiatives that were started earlier. For example, Girls' Counseling Cell, as well as Grievance Redressal Cell functioned regularly.

File Description	Documents
Annual gender sensitization action plan	Nil
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	https://www.gcshahpur.in/wp-content/uploads/2022/03/promotion-of-gender-equity.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
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

Waste segregation is being done at the source and bio-degradable and non-biodegradable waste are being disposed off accordingly.

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

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

D. Any 1 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**

C. Any 2 of the above

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	D. Any 1 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	No File Uploaded
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	D. Any 1 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).

Following initiatives are being taken by the college for ensuring an inclusive environment:

- a. Admission of students from diverse backgrounds
- b. Special focus on students with disadvantaged groups in form of scholarships and encouragements for various activities
- c. A number of National and International Days are observed in order to inculcate appropriate values among students. For example, during 2020-21 following days were celebrated: International Youth Day, Constitution Day, AIDS Day, Science Day, Women's Day, International Dance Day, Mothers' Day, Environment Day, No Tobacco Day.
- d. Aazadi ka Amrit Mahotsav gave another opportunity to engage students in various activities that created values pertaining to national integration and harmony.
- e. Ek Bharat Shreshtha Bharat (EBSB) provides a forum for the promotion of national consciousness and cultural harmony.
- f. Initiatives by NSS and other clubs such as Red Ribbon Club give students opportunities to engage effectively with the community. Our students worked as COVID warriors in their respective villages as well.
- g. In the existing curricula, there are spaces that are being used by teachers to inculcate values of tolerance, harmony, and

integration. These spaces have been already listed under 1.3.1.

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

Students and staff are sensitized to constitutional values, duties, and responsibilities in the following ways:

a. Preamble of the constitution and Fundamental Duties of the citizens have been displayed prominently at various places in the campus.

b. National Constitution Day is celebrated every year which gives an opportunity to remind students our obligations as laid out by the constitution. Celebration of other National and International days such as Human Rights Day, Peace Day etc also provide spaces for making students aware of their responsibilities.

c. In various activities conducted by NSS and other clubs /societies, discussions take place on various duties of the citizen.

d. Voter awareness programme, which could not be organised during 2020-21 due to COVID, is a regular feature of the college.

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

<p>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</p> <p>4. Annual awareness programmes on Code of Conduct are organized</p>	<p>E. None of the above</p>								
<table border="1"> <thead> <tr> <th data-bbox="100 701 531 757">File Description</th> <th data-bbox="539 701 1394 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="100 768 531 857">Code of ethics policy document</td> <td data-bbox="539 768 1394 857" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="100 869 531 1149">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</td> <td data-bbox="539 869 1394 1149" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="100 1160 531 1216">Any other relevant information</td> <td data-bbox="539 1160 1394 1216" style="text-align: center;">View File</td> </tr> </tbody> </table>	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	
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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								
<p>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</p>									
<p>The institution believes that the celebration of national and international days provides opportunities to inculcate values and develop life skills. Despite pandemic-related restrictions, the college did celebrate a number of such events through virtual mode. A report has been uploaded.</p>									
<table border="1"> <thead> <tr> <th data-bbox="100 1597 531 1653">File Description</th> <th data-bbox="539 1597 1394 1653">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="100 1664 531 1832">Annual report of the celebrations and commemorative events for the last (During the year)</td> <td data-bbox="539 1664 1394 1832" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="100 1843 531 1933">Geo tagged photographs of some of the events</td> <td data-bbox="539 1843 1394 1933" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="100 1944 531 2000">Any other relevant information</td> <td data-bbox="539 1944 1394 2000" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	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	
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								
<p>7.2 - Best Practices</p>									

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:

Enhanced faculty participation in FDPs

Objectives

To motivate teaching staff of the college for attending faculty development programmes

Context

The education sector is changing at an accelerated pace resulting in to an enhanced need for training of in-service teachers. Skill obsolescence is becoming a norm. Teachers need to unlearn and relearn a number of aspects in order to remain relevant and up to date. A number of initiatives are going on at various levels through various platforms to address this need. However, during 2019-20 only 4 teachers attended such activities. Therefore, IQAC decided to enhance faculty participation in FDPs and conferences.

The practice

- Information pertaining to opportunities available for faculty development programmes are collected from various sources.
- The collected information is shared with staff.
- IQAC contacts and motivates staff members who might find a particular FDP relevant in their respective disciplines.
- Interested teachers are accorded necessary permission and duty leave without any delay.
- They are supported with preparing abstracts and presentations.
- They attended the event and submitted a brief report.

Evidence of success

Compared to 2019-20 when 4 teachers attended a FDPs for a total of 26 days, during 2020-21 9 teachers participated in FDPs for a total of 159 days and nearly 40 one day webinars. These experiences and exposures enhanced their knowledge and capacities which were used in the classrooms of respective subjects.

Problem encountered

Due to paucity of faculty, it becomes difficult to depute teachers simultaneously for attending FDPs.

Resources required

No funding is available for reimbursing travel, stay and participation

Best practice 2

Title of the practice:

Student orientation on use of online classes/accessing and utilizing e resources for students

Objectives

To enhance readiness of students for using online learning tools/resources

Context

COVID 19 forced teachers and learners to adopt ICT tools in order to continue teaching-learning process. In the context of students who have limited access to mobile phones/laptop and internet, the challenge gets multiplied. While students from privileged homes do figure out the usage of technology on their own, students from underprivileged homes need proper orientation and continual and handholding.

The practice

- Computer teacher of the college conducted a workshop for teachers covering following topics: Features of Google Meet; Accessing teaching-learning resources online

- After this event, teachers conducted almost similar workshops for their students.
- Difficulties faced by students were discussed in separate sessions.

Evidence of success

- Number of students who attended online classes increased.
- Their participation in online classes enhanced.
- Their completion rate of assignment using online resources increased.

Problem encountered

Poor internet connectivity and limited availability of data at the end of students.

Resources required

In case, classes are being conducted exclusively through online mode, students should be given internet data allowances to ensure their connectivity.

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

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

Enhanced stakeholder connections through social media

Continual stakeholder engagement is one of the thrust areas of the institution. Hilly location of the college makes it difficult to ensure that we remain connected with our stakeholders. On the other hand, Social media has become a potent tool for communication over recent years. It is known to enhance the visibility of the institution and connect it to the stakeholders. Keeping this perspective Department of Higher Education, MHRD, Government of India issued a letter DO No

Secy/(HE)/07/2019 dated July 3, 2019, regarding the identification of a social media Champion. In this connection following points are worth mentioning:

1. Our college was one of the first colleges in the district to create a Facebook page.
2. During 2020-21 number of people: who followed us, and viewed our posts increased manifold.
3. The number of follow-up calls emanating from our posts increased as well.
4. Our page got updated regularly which helped us inform our stakeholders about the happenings in the college.
5. During COVID 19, WhatsApp became the medium of communication. However, due to its limitation of group size, we had to shift to Telegram for reaching out to the maximum number of students in one go.

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

7.3.2 - Plan of action for the next academic year

- Regular testing, complete vaccination of staff, and strict adherence to COVID protocol
- Celebration of Azadi Ka Amrit Mahotsav (75th anniversary of India's independence) and Swarnim Himachal (the golden jubilee celebration of the complete statehood of Himachal Pradesh) in order to develop values among students
- Encourage teachers to attend capacity building programmes
- Initiate job-oriented skill-based add-on courses
- Teachers to conduct seminars and field trips and use innovative learning initiatives
- Preparation of final year students for transitioning into post-graduate programmes .
- Conduct study skills workshops for students