YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution   Government College Arki, District Solan (H.P.)

- Name of the Head of the institution   Prof. Sunita Sharma

- Designation   Principal

- Does the institution function from its own campus?   Yes

- Phone no./Alternate phone no.   01796220690

- Mobile No: 9418679113

- Registered e-mail   naacgcarki@gmail.com

- Alternate e-mail   gcarki-hp@nic.in

- Address   Govt. Degree College, Arki, Batal Road, Tehsil-Arki, District-Solan, H.P.

- City/Town   Arki

- State/UT   Himachal Pradesh

- Pin Code   173208

2. Institutional status

- Affiliated / Constitution Colleges   Affiliated College

- Type of Institution   Co-education

- Location   Rural

- Financial Status   **UGC 2f and 12(B)**

- Name of the Affiliating University   **Himachal Pradesh University**

- Name of the IQAC Coordinator   **Dr. Dinesh Singh Kanwar**

- Phone No.   **9418626090**

- Alternate phone No.

- Mobile   **94186-79113**

- IQAC e-mail address   **iqacdatagcarki@gmail.com**

- Alternate e-mail address   **naacgcarki@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   http://www.gcarki.com/wp-content/uploads/2018/10/AQAR-2017-18-final.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://www.gcarki.com/wp-content/uploads/2024/02/Academic_calender20-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.55**	**2011**	**30/11/2011**	**29/11/2016**
Cycle 2	**B**	**2.30**	**2020**	**11/03/2020**	**10/03/2025**

6.Date of Establishment of IQAC   **10/07/2017**

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
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of   [View File]

IQAC

9.No. of IQAC meetings held during the year   2

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report   No File Uploaded

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

- If yes, mention the amount

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

1. The IQAC faced a unique challenge amidst the Covid-19 pandemic in the academic year 2020-21. Unprecedented circumstances necessitated innovative strategies and meticulous planning to transition all operations to an online format. Overcoming resistance to technology among both teaching and non-teaching staff became paramount in order to facilitate the shift of instructional and assessment activities to virtual platforms. 2. A comprehensive training program was conducted during the initial week of the session to equip staff with the skills necessary for creating and utilizing e-content. Teachers were provided with guidance on utilizing a variety of software and platforms such as Google Classroom to engage with students effectively. 3. The IQAC engaged the Placement Cell to assist graduating students to equip them with the skills necessary for self-employment such as soft skills, which the college acknowledged as progressively more crucial. 4. Special teams/committees were constituted in recognition of the gravity of the crisis arising due to Covid-19 with the aim of ensuring sanitation, temperature checks and maintaining distancing measures. Anyone found without a mask was promptly provided one. Mandatory Covid testing and vaccination were enforced for ministerial staff working in the college.

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
1. The teachers are to take the classes in online mode in view of the closure of the educational institutions due to the ongoing corona pandemic.	1. All the teachers conducted the classes in online mode as proposed.
2. The delivery of teaching content to every student must be ensured in most convenient way e.g. delivery of video lectures in whats app groups of the students so that none of the student remain deprived of regular teaching due to poor internet connectivity issues which is common in hilly areas.	2. The lectures were delivered to the student through online platforms such as Google meet and Zoom. Web links to the video lectures were made available to the students through Whats app groups.
3. The teachers are to maintain the record of online presence of the students during the classes.	3. The record of regular assignments was maintained by the subject teacher.

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

Part A	
Data of the Institution	
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• State/UT	Himachal Pradesh
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• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)
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• Name of the IQAC Coordinator	**Dr. Dinesh Singh Kanwar**
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• Alternate phone No.	
• Mobile	**94186-79113**
• IQAC e-mail address	**iqacdatagcarki@gmail.com**
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• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	2	
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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	28/02/2022

15.Multidisciplinary / interdisciplinary

The College acknowledges the growing emphasis on multi and interdisciplinary approaches outlined in the National Education Policy (NEP) 2020. Given our status as an affiliated college to Himachal Pradesh University, Shimla, the responsibility for curriculum design and modifications primarily lies with the

University. Currently, our curriculum exhibits a significant degree of multidisciplinary content. For instance, we offer generic courses on gender and folk cultures, with various departments contributing specialized perspectives on gender-related issues. Similarly, topics such as culture, environment, and values are integrated into diverse courses from different disciplinary angles.

16. Academic bank of credits (ABC):

Currently, we are following the conventional routine established under the Choice Based Credit System (CBCS) under RUSA since 2013. We look forward to implement the Academic Bank of Credits in the upcoming sessions as soon as our affiliating university will introduce the same.

17. Skill development:

Our program establishes connections with the HP Kaushal Vikas Nigam and the industry, enhancing students' exposure to practical experiences. Furthermore, the BCA program imparts transferable skills to students. Essential life skills, soft skills, and communication skills are seamlessly integrated into our curriculum through select courses and extracurricular activities.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Our curriculum proudly incorporates Indian knowledge systems, which are disseminated across various courses. Departments such as Sanskrit, Hindi, English, History, Music, Sciences (particularly Ethnobotanical and medicinal plants), Sociology, among others, actively engage in imparting knowledge related to these systems. This endeavor enriches students' comprehension of modernity within the broader framework of tradition. Additionally, a significant portion of our course content is delivered in classrooms using Hindi and other native languages.

19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

The college establishes program outcomes and course outcomes, striving to achieve the objectives outlined for these programs and courses. We assess the attainment of these outcomes by analyzing our Student Progression data, ensuring alignment with both the college's and students' expectations. Additionally, we evaluate outcomes through Continuous Comprehensive Assessment (CCA), as well as participation in co-curricular and extra-curricular activities, gathering feedback from all stakeholders involved.

20.Distance education/online education:
Currently no online or distance education programs is offered by the institution.

<table>
<tr><th colspan="2" align="center">Extended Profile</th></tr>
<tr><td colspan="2">1.Programme</td></tr>
<tr><td>1.1

Number of courses offered by the institution across all programs during the year</td><td>226</td></tr>
</table>

File Description	Documents
Data Template	View File

<table>
<tr><td colspan="2">2.Student</td></tr>
<tr><td>2.1

Number of students during the year</td><td>874</td></tr>
</table>

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	**188**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**201**

File Description	Documents
Data Template	View File

<table>
<tr><td colspan="2">3.Academic</td></tr>
<tr><td>3.1

Number of full time teachers during the year</td><td>23</td></tr>
</table>

File Description	Documents
Data Template	View File

| 3.2

 Number of Sanctioned posts during the year | **26** |

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**25+1**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**3.18**
4.3 Total number of computers on campus for academic purposes	**44**

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 college is an integral part of the Himachal Pradesh University which is responsible for framing CBCS curriculum for UG courses.

Several faculty members of our college are currently the members of Board of Studies (BoS) at H.P. University. They actively contribute to the development and updating of the course curricula.

IQAC of the college prepares the academic calendar in the beginning of every academic session and is made available to the students through the college handbook/prospectus and is also prominently displayed on the college website.

Also the time table committee of the college designs a

comprehensive schedule for the entire session that includes lectures, tutorials and mentoring sessions. Moreover, the following measures are implemented to ensure efficient delivery of content for curriculum enrichment. The library resources are regularly updated and upgraded to ensure the availability of latest information to the students in the form books, journals, periodicals and e-resources.Peer learning is encouraged and special attention is given to under achievers, with slow learners peered with advanced learners to cater to their specific learning needs.Educational excursions to significant academic institutions and locations are arranged for the students.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	http://www.gcarki.com/wp-content/uploads/2024/02/Academic_calender20-21.pdf

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

The college prepares its academic calendar in consultation with the IQAC, HODs of various departments and Conveners of various clubs/Societies and displays the same on the college website.

Different academic activities such as Continuous Internal Evaluation (CIE), co-curricular and extracurricular activities, guest lectures, field visits, seminars, webinars, intercollege activities, extension activities, sports events etc. are strictly adhered to the academic calendar.

The Internal Assessment is conducted department-wise, following a structured schedule and under strict invigilation. House examinations/mid-term tests are conducted to evaluate the effectiveness of the curriculum delivery and course outcomes. The date sheet for Internal exam is prepared and published well in advance to ensure smooth academic planning and execution. Internal assessment includes class presentations, seminars, class tests, mock exams, assignments, projects, group discussion and role playing activities. Students progression is monitored through CCA comprising 30% of the final grade which is based on class room attendance (5 marks), mid-term tests (15 marks) and

assignments/seminars/class tests (10 marks).

The evaluated answer scripts are shared with students providing feedback for improvement. The awards of overall internal assessment are displayed on the notice board.

Regular Academic Audits, mentoring, remedial system, bridge classes, PTA meetings, and the Grievance Redressal system contribute to continuous development. Activities of various cells, clubs, departments, extension, and outreach programs further enhance the learning experience.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	http://www.gcarki.com/wp-content/uploads/2024/02/Academic_calender20-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**E. None of the above**

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

4

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

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

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

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

125

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

125

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

1.3 - Curriculum Enrichment

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

The various courses offered at UG level covers the issues related to Professional Ethics, Gender, Human Values, environment and sustainability. For example A course of Environment Science is mandatory for the students of all streams. Besides this some other courses dealing with Renewable Energy and Energy Harvesting, Environmental Economics, Environmental Geography, Sustainable Development, Environmental Issues in India, Applied Bio-Ethics, Human Rights, Gender and Environment, Sociology of Environment, etc. are offered by the departments of Physics, Economics, Geography, History, Philosophy, Political Science and Sociology respectively. Eco Club and Energy Club are actively contributing in awareness rising and encouraging students to participate in activities related to environment and sustainability.

The gender issues are effectively included in the curriculum followed by the various departments. For example the courses on Women in Indian History, Human Rights, Gender and Environment, Gender and Sexuality, Applied Bio-Ethics are part of the curriculum in many subjects.

Professional Ethics and human values are inculcated through various extension and outreach programmes and activities performed by NSS, NCC, Rover and Rangers as well as by various Clubs and Societies.

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

0

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

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

0

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

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	E. None of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	**E. Feedback not collected**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1540

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

104

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

2.2 - Catering to Student Diversity

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

Being an affiliated college we strictly adhere to the assessment and evaluation mechanism set by HPU to assess the learning levels of students. The learning level of students is evaluated through Mid-term Examinations, Class tests, Quiz, Assignments, Seminars, PowerPoint Presentation and Interactive Sessions. Based on such evaluation the level of comprehension and retention of the student is analysed and slow and fast learners are identified by the concerned teacher. Once having identified the advanced learners and slow learner various strategies are adopted to upgrade their learning levels.

For Advanced Learner: Additional study materials such as good reference books, journals and magazines, good online study material are suggested to them By identifying their field of interest and expertise. They are motivated to participate in various regional, state and national level competitions. Depending upon their interest efforts are made to ensure their active participation in extra co-curricular, extension and departmental activities.

For Slow Learners:Regular tutorials and Remedial classes are held to help these students overcome their weaknesses. The teacher concerned tries to make the topic simpler and easily comprehensible for them.

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
874	23

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 faculties of Science, BCA and other programs involving practical subjects offer dedicated courses with practical schedules to facilitate participative and experiential learning. Teachers spare no effort in ensuring that the teaching-learning process is engaging, creative, and student-centered. However, the academic year 2020-21 presented unique challenges due to the prolonged lockdown caused by the COVID-19 pandemic, which disrupted in-person experiential and participative learning. Nevertheless, this adversity was transformed into an opportunity by transitioning to online teaching-learning methods. Students were introduced to online platforms such as Google Meet and Zoom, where teaching sessions were conducted much like traditional classrooms. These sessions were made interactive through online quizzes, e-assignment presentations, and the facilitation of queries and comments via the chat-box.

To complement online teaching, students were encouraged to access free e-learning resources such as 'e-Pathshala' and N-List. This firsthand exposure to using ICT-enabled tools and platforms significantly enhanced experiential, blended, and participative learning. Moreover, the NCC, NSS, R&R, and other clubs and societies of the college play a vital role in further enriching experiential and participative learning experiences.

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

Taking advantage of the prolonged lockdown resulting from COVID-19, the adoption of blended teaching-learning approaches saw significant enhancement. Throughout a considerable portion of the academic year, classes were conducted online via platforms such as Google Meet and Zoom, utilizing PowerPoint presentations. Attendance was tracked using Google Forms, while Whatsapp groups were established for each course to disseminate important notices and address student queries. Additionally, these groups served as platforms for sharing links to e-resources and e-books from the internet.

Furthermore, some faculty members utilized platforms like YouTube to upload their audio-visual lectures. Recognizing the connectivity challenges faced by students residing in their respective villages at the onset of the lockdown, compressed PDF e-notes were shared to facilitate their participation in online classes.

Despite these challenges, faculty members, primarily residing in and around Arki, leveraged the Virtual Smart Classrooms and the college's computer labs equipped with high-speed internet connectivity. This facilitated the creation of online content and also provided instruction on technology utilization to students who were less familiar with it.

File Description	Documents
Upload any additional information	No File Uploaded
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

23

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

2.4 - Teacher Profile and Quality

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

23

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

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

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

10

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

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

2.4.3.1 - Total experience of full-time teachers

48

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.

As an affiliated college, the institution adheres to the criteria for internal assessment mandated by HPU. A total of 30 marks are allocated for this purpose as follows:

- 10 marks are assigned for the mid-term examination, held according to the scheduled dates.
- Feedback is provided to students on their evaluated answer-books to facilitate improvement.
- Additionally, class tests or quizzes are conducted before the end-term examination, contributing 5 marks to the aggregate.
- 10 marks are allocated for assignment preparation and presentation, which are typically conducted within the classroom setting. Students receive immediate feedback on their performance.
- During the academic year 2020-21 much of this assessment was conducted in an online format.
- Attendance also plays a role in internal assessment, with 5 marks reserved for this purpose. Students must achieve a minimum of 75% attendance to be eligible to appear in the end-term examination.
- Attendance is further graded as follows:
    - 1 mark for 75% attendance
    - 2 marks for 76 to 80% attendance
    - 3 marks for 81 to 84% attendance
    - 4 marks for 85 to 89% attendance
    - 5 marks for 90 to 94% attendance
    - Above 95% attendance earns students the full 5 marks.

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

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

Following the mid-term examination, which accounts for 15 marks, students are provided with their evaluated answer books along with necessary feedback and suggestions for improvement. If a student remains dissatisfied with the awarded marks, they have the option to submit a written request to the Principal, who then forwards it to the concerned department for further necessary action. Additionally, the Student Charter grants students the Right to Know their internal assessment. Before the End-term examination, a test is conducted in each trimester, in addition to the mid-term examination, quizzes, and assignment presentations. These frequent assessments provide a comprehensive overview of the academic performance of the student.

Another significant component is the assignment presentation, where students openly present their assignments in class, and their scores are revealed on the spot. Most student grievances received by the college pertain to the awards of End Semester Examination marks, which are conducted by the affiliating University. The majority of complaints revolve around issues such as non-uploading or verification of ESE marks by the affiliating university.

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.

As an affiliated college, the institution follows the syllabus, Program, and Course Outcomes prescribed by HPU. Following the

'Orientation Program' for new students, teachers dedicate the subsequent days in each Program and Course to familiarize students with the Program and Course outcomes. Based on these sessions, newly admitted students make final decisions on whether to continue in their allotted subjects or opt for a change. A 10-day window is provided for subject changes, with permission granted by the College Principal.

The Program outcomes and course outcomes for all programs offered by the institution are accessible on the institution's website under the 'Departments' hyperlink. Additionally, they are shared with students via their Whatsapp teaching group. These intended outcomes aim to integrate theory and practical elements judiciously. Skill Enhancement Courses (SEC) explicitly focus on instilling practical aspects of their respective subjects.

The college prioritizes clarity and alignment in its educational process by prominently displaying program outcomes, program-specific outcomes, and course outcomes on the college website. Students are informed about these outcomes through various channels like the website, prospectus, and departmental orientations. Hard copies of syllabi containing program and course outcomes are available in respective departments for easy reference.

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

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

The college adopts a holistic approach for evaluation of program outcomes and course outcomes. The lesson plans are prepared by each faculty following the prescribed syllabus and the records of lectures delivered are also maintained. Every department adhere to a timeline to cover the syllabus within the designated timeframe. Regular departmental meetings address academic issues, while orientation programs help students make informed choices about their programs and courses, including electives and skill enhancement options. The attainment of program outcomes and course outcomes is measured directly as student performance in mid-term

tests, final examinations, and internal assessments. Internal assessments encompass various methods such as assignments, class tests, group discussions, and projects. Lab assignments assess practical knowledge and problem-solving skills. Indirect methods involve gathering feedback from stakeholders like students, alumni, and parents to assess course relevance. Moreover, program and course outcomes are assessed through student participation in activities such as debates, declamation, quizzes, and intra and inter college competitions organized by HP University. Students encountering difficulties in keeping pace with desired program and course are encouraged to enrol in remedial classes usually held towards the end of the session.The clerk-in-charge maintains the record for issuing final year mark sheets and character certificates in the register.

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

201

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)

The Institute remain closed due to COVID-19 pandemic hence the records of student Satisfaction Survey (SSS) are not available

with the college.

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

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

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

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

0

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

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

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

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

0

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

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)	**No File Uploaded**

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

Due to COVID pandemic much of the proposed extension activities

could not be accomplishes as the college remained closed. However the volunteers of national service scheme (NSS), Rovers & Rangers and cadets from NCC units of the college contributed actively in community services wherever possible. Many of the activities such as Fit-India mission, National Unity Day, Peace Day, Hindi Diwas, Yoga Day and many others were celebrated through online mode. The political science and public administration departments along with electoral literacy club conducted numerous activities focused on electoral literacy and voting awareness invirtual mode. The college mandates the compulsory course in environmental science for all students across various disciplines. The aloe-vera club actively fosters social responsibility through a variety of awareness activities including lectures, film screenings and campaigns promoting recycling, composting, land conservation, organic gardening, rain water harvesting, wild life preservation and climate change awareness. Initiatives such as tree plantation drives and cleanliness campaigns are also undertaken. The chemistry department contributed significantly by hosting lecture on topics such as green chemistry, electronic wastes management and carbon credits.

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)	No File Uploaded
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

0

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

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

0

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

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

0

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

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

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

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	**No File Uploaded**

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Our institution boasts ample facilities to support the teaching and learning processes, including classrooms, laboratories, and computer facilities. There are 25 classrooms/lecture halls of varying sizes accommodating 80-200 students. Each room is furnished with essential teaching tools such as blackboards, lecture stands, and appropriate seating arrangements. The college has 05 well-equipped science laboratories, including 01 Physics labs, 02 Chemistry labs, and one lab each for Botany and Zoology. Each lab has an area of approximately 600 square feet and can accommodate about 30 students. Additional features include 01 dark room in the Physics lab, a museum in the Zoology lab, and a herbarium in the Botany lab. Moreover, the department of Computer

Sciences and Geography has dedicated labs spanning approximately 600 square feet equipped with 15 computers and seating capacity for 20 students. Additionally, there is a department of Information Technology (DIT) lab with 10 computers for college students. Overall, the institution provides access to 44 computers for academic purposes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.gcarki.com/wp-content/uploads/2024/02/4.1.1.pdf

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

The institution provides sufficient facilities to support sports games, yoga, and cultural activities. There exists ample space for practice and organization of these activities. For outdoor sports and activities such as Volleyball, Basketball, Kabaddi, and Athletics, students can utilize the open ground with an area spanning approximately 40,000 square feet.

Additionally, there is a well-equipped gymnasium with advanced facilities available for use by both students and staff members. Cultural activities often take place in the college hall. Over the years, the college has successfully hosted numerous sports and

cultural events of significant importance, ranging from local to state and even national levels.

There exists a conference hall fitted with a touch screen-based Interactive Panel (OPS), video conferencing capabilities, and high-quality audio systems, promoting an engaging environment for academic activities. The campus provides an enriching environment by blending advanced facilities with ample opportunities for cultural, academic, and physical growth. The college is a perfect example of harmony amongst different cultures and communities as students from different religions seek admission in our college and get a chance learn and appreciate the diversity of each other.

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.

06

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

06

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)	**No File Uploaded**

4.2 - Library as a Learning Resource

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

The institution utilizes the Software for University Libraries (SOUL) developed by the INFLIBNET center for efficient library management. Currently, the library employs a partially automated Integrated Library Management System (ILMS). Over the past five years, the average expenditure on e-Books and e-Journals has been INR 5900. Due to the challenges posed by the pandemic, there has been a notable decrease in the number of students and staff visiting the library. However, both teachers and students are actively registering for online e-resources, indicating a shift towards digital resources and adapting to remote learning environments.

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 | A. Any 4 or more 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)

0.0059

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

0

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

GC Arki is equipped with sufficient computer facilities, featuring well-functioning computers that are regularly utilized by students, teachers, and office staff for various purposes, including internet access. There has been both quantitative and qualitative improvement in computer usage across the institution.

Most departments are interconnected through the available computer networks, facilitating efficient communication and data sharing. The institution prioritizes the update of its IT infrastructure, including the provision of Wi-Fi connections, to ensure seamless connectivity.

Moreover, to ensure the safety and security of students, staff, and institutional property, CCTV cameras have been installed throughout the premises.

The college website, http://www.gcarki.com serves as a central platform for disseminating information on activities, notices, and various admission-related links and departmental information.

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

4.3.2 - Number of Computers

44

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

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

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

3.18

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

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.

At the onset of each academic session, various committees such as the Purchase committee, Campus Beautification committee, Advisory committee, among others, are established. Departments communicate any new equipment requirements to the Purchase committee, which oversees the procurement process.

The library procures new books annually based on departmental requests, with funds allocated by the Library committee. Classroom furniture is repaired and replenished as needed, ensuring adequate seating for students. Regular cleaning efforts are undertaken to maintain a hygienic environment throughout the campus.

Comprehensive security is ensured with CCTV coverage across the entire campus, while quick heal antivirus software is installed on all college computers to safeguard against digital threats.

The maintenance of sports facilities, including the gymnasium and sports equipment, is conducted regularly to ensure their functionality. Additionally, the campus is beautified and maintained by the Campus Beautification committee, in consultation with the Advisory Committee, to create an aesthetically pleasing environment.

Committees are also tasked with conducting annual assessments of all departments, reviewing the status of equipment and infrastructure within each department's purview to ensure optimal functionality and upkeep.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

59

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
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)	**No File Uploaded**

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

0

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

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

0

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

0

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)	No File Uploaded

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	**No File Uploaded**
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

0

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	**No File Uploaded**

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	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

`0`

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 unive rsity/state/national/international level (During the year) (Data Template)	**No File Uploaded**

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

To ensure inclusive participation of the students in decentralized decision making their representation is obligatory in various committees. Recognizing students as the focal point their participation in crucial committees such as Central Student Council and Associations (CSCA) and Internal Quality assurance Cell (IQAC) is ensured with student participation being integral to its activities.

The CSCA comprises:

1. President
2. Vice-President
3. Secretary
4. Joint Secretary
5. Seventeen members elected from students excelling in cultural and co-curricular activities, sports, NCC, NSS, Rovers and Rangers, alongside those with the highest marks in previous qualifying examinations. Office bearers of clubs and societies also find representation.

Furthermore, to instill a sense of ownership and responsibility towards the institution, students are mandated to be part of the following committees: a) Anti-Ragging Discipline Committee b) Canteen Committee c) Campus Beautification Committee d) Admission Guidance and Counseling Committee e) Prevention of Sexual Harassment Women Cell

This ensures a holistic approach to decision-making and governance, with student voices actively shaping policies and practices within the institution.

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

0

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)	**No File Uploaded**

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

The Old Students' Association (OSA) of the college plays a pivotal role in nurturing the journey of the college towards success. The occasional gatherings of both current and former students create a symbiotic environment, fostering mutual benefit and contributing to the advancement of the institution.

Since its inception, the OSA has been actively involved in the activities include: a. Organizing various lectures on critical issues such as environmental conservation, drug abuse awareness, and women empowerment. Conducting regular OSA meetings to monitor initiatives and maintain continuous interaction with current students. With the unwavering trust and support of the college authorities and its members, the OSA is poised to evolve into the epitome of alumni associations, contributing significantly to the ongoing success and development of the institution. Furthermore, we are in the process of registration of OSA of the college.

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 college has adequate staff and infrastructure facilities and provides conducive environment to student growth and success. Effective leadership from the principal ensures that all stakeholders have a voice in decision-making processes through various committees like IQAC, Prospectus, Admission, Timetable, Examination, RUSA, UGC, Research Development Cell, Student Grievance Redressal, and Internal Complaint Committee, ensuring quality assurance and development, fostering a democratic approach to governance. Leveraging this framework, our college leadership and staff are dedicated to integrating new practices into our educational delivery system. Notably, our institution demonstrated remarkable adaptability during the Covid-19 pandemic, swiftly upgrading our ICT infrastructure and mechanisms to ensure continuity of learning.We focus on to provide quality education in the rural region by instilling values of equity and tolerance in our students and encouraging them to pursue ambitious goals while upholding ethical principles.

The Department of Higher Education and Himachal Pradesh University oversee our operations, offering support to enhance our developmental efforts. Key decisions regarding recruitment, salaries, and service matters are handled by the government, while academic decisions fall under the purview of the university.Information systems are consistently upgraded to benefit students, staff, and stakeholders alike, reflecting our commitment to continuous improvement and excellence.

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 college adopts decentralized and participative management in its academic administration processes. To ensure effective functioning collaborative efforts were made which involve various departments, students, employees (teaching, administrative, ministerial staff), alumni, Parent-Teacher Association (PTA), and community representatives. A bursar is appointed and a staff council is established to facilitate smooth operation of the college. Various committees are constituted to make important administrative decisions emphasizing inclusivity and collective decision-making process. Crucial committees related to student welfare such as the IQAC, Anti-Ragging Committee, Women's Cell and Committee for Prevention of Sexual Harassment and Hostel and Canteen Committee feature adequate student representation. Student representatives actively participate in IQAC meetings, offering opinions, suggestions, and addressing complaints. Many decisions, including seating arrangements in the canteen, repair of washroom mirrors, and student activities, originate from student input, approved by the IQAC, and communicated to relevant committees. Heads of departments actively engaged their faculty in discussions to identify specific needs and prepare comprehensive budgets and equipment lists.

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

For maintaining high quality teaching learning environment The institutional Strategic/perspective plan is effectively deployed. The college strives and constantly focuses on employment related skills, life skills and nurture positive attitudes among students through curricular and co-curricular activities.

Under the stewardship of the Principal, the college formulates perspective plan every year in consultation with key bodies such as the IQAC, Staff Council, and College dvisory Committee taking various aspects in consideration. A realistic understanding of the Institution's strengths, weaknesses, opportunities, and challenges forms the basis for strategic planning. Input from various

stakeholders including faculty, students, parents, and Heads of Departments is solicited through Institutional committees, ensuring a comprehensive and inclusive approach.

The IQAC plays a pivotal role in driving quality improvement initiatives by proposing and disseminating the latest developments in academics, administration, research, and student welfare. These insights are integrated into the annual Academic Calendar, which serves as a roadmap for the institution's activities throughout the year. Annual college calendar and time table are prepared in the beginning of the academic session for the smooth working of the college. Regular assessments are conducted by the college administration, in collaboration with the IQAC and other academic and administrative committees.

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 institute has clearly defined organizational structure. The administrative setup, functions of various bodies, service rules, procedures, recruitment, promotional policies, and grievance redressal mechanism are framed by H.P. Government whereas academic functions are looked after by H.P. University.

The organizational structure comprises of the Administrative Secretary, Director of Higher Education, the Principal, IQAC, and staff members. The roles and responsibilities of all are clearly demarcated. With the Principal serving as the cornerstone, the administrative framework of the college highlights the essential roles of bodies such as the IQAC, CSCA, Staff Council, Advisory Committee, House Exam Committee, and other cells. This structure underscores the coordination expected from both teaching and non-teaching staff, students, and other stakeholders to propel the institution towards academic excellence.

It exemplifies the delegation of powers by the Office of the Principal, ensuring effective administration and optimal resource

utilization. The roles and responsibilities of various committees are outlined in the college prospectus and on the college website, emphasizing transparency and accountability.

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

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

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

6.3 - Faculty Empowerment Strategies

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

Welfare measures for both teaching and non-teaching staff are designed to ensure their well-being and support their professional endeavours:

1. Faculty members are provided with Departmental Rooms/cabins equipped with internet-enabled computers and printers.

2. The campus offers free Wi-Fi access for both staff and students. Additionally, a dedicated 'Lease Line' is available for all desktop computers on campus, ensuring uninterrupted

connectivity.

3. The institution maintains functional 'Women Cell' and 'Prevention of Sexual Harassment of Women at Workplace Committee', underscoring its commitment to creating a safe and respectful work environment.

4. Eligible staff members are entitled to various leave benefits such as Medical Leave, Earned Leave, Maternity Leave, and Paternity Leave, in accordance with the rules and regulations set forth by the Himachal Pradesh Government/UGC.

5. Infrastructure facilities include a Common Staff room furnished with necessary amenities such as a water purifier and individual lockers, catering to the comfort and convenience of the staff members.

1. Study Leave: Provision for up to 2 years of study leave to pursue further education or professional development.

2. Duty Leave: Allowance for teaching and non-teaching staff to attend conferences, seminars, workshops, Faculty Development Programs (FDPs), etc., enhancing their professional growth.

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)	No File Uploaded

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)	**No File Uploaded**

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

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

0

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)	**No File Uploaded**

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

The evaluation process for both teaching and non-teaching staff adheres to the Performance Appraisal System outlined by the UGC and related API (Academic Performance Indicators). A designated proforma, crafted by the Department of Higher Education, is utilized for self-evaluation by employees, with supporting documentation provided as needed. This proforma includes sections for assessing various aspects such as Student-Results, participation in Faculty Development Programs (FDPs)/Refresher/Orientation courses, Induction, Co-curricular, and Extension activities, among others.

Additionally, the college actively seeks feedback from teachers to identify areas for improvement. Faculty performance within the classroom is assessed through teacher-evaluation feedback forms distributed to the students. The IQAC evaluates these feedback forms, which are then shared with the Principal and relevant committees and stakeholders. Appraisal results are thoroughly discussed, and improvement plans are devised.

This comprehensive evaluation process plays a vital role in motivating employees, analyzing their strengths and weaknesses, and ensuring enhanced performance. The Director of Higher Education, Government of Himachal Pradesh, serves as the assessing authority for the Principal's performance, ensuring accountability and adherence to established standards.

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

6.4 - Financial Management and Resource Mobilization

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

In accordance with the guidelines set forth by the H.P. Finance Department, the audit mechanisms employed by the institution include:

1. **H.P. Auditor-General (HPAG): Audits grants received from both central and state governments.**
2. **General Departmental Auditing: Oversees the audit of funds allocated by the state government, conducted by the Department of Higher Education (DOHE).**
3. **Local Audit: Conducts audits of funds raised by the institution itself, including those pertaining to the National Cadet Corps (N.C.C), National Service Scheme (N.S.S), and Higher Education Institutions Society (HEIS), typically performed by a locally hired Chartered Accountant (CA).**

Internal audits are conducted annually by designated committees to physically verify stock/articles within each department. Any audit objections raised are addressed by the institution by providing supporting documents or making necessary recoveries before the subsequent audit.

The Parent-Teacher Associat ion (P.T.A) undergoes annual audits, facilitated by the college P.T.A secretary.

Salary payments and other expenditures are processed through the government treasury (HIMKOSH) after bills are approved by the Principal and treasury officer. Tuition fees collected are deposited into government accounts through designated challans, ensuring transparency and accountability in financial transactions.

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)	**No File Uploaded**

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

Being the government institution, the college primarily relies on allocations from the State government which constitute the bulk of its funds. Additionally, funds are received from various sources, including:

1. **Infrastructure Development grants under RUSA (Rashtriya Uchchatar Shiksha Abhiyan).**
2. **Developmental grants from the UGC (University Grants Commission).**
3. **Fees collected from students, including those from Self-financing courses grouped under Amalgamated Funds (AF).**
4. **Subscription fees from the Old Students' Association (OSA) and funds collected from parents through the Parent-Teacher Association (PTA). The PTA fee amounts to Rs 600/- per annum.**

Funds received from RUSA, the State government, and other sources are earmarked for specific purposes and fall under pre-determined heads. These funds are utilized for recurrent expenditures and

other institutional needs.

Temporary filling of vacant posts and minor developmental activities are often financed through funds raised from students, primarily under the PTA. However, expenditures from these funds are sanctioned only upon recommendations from the PTA council.

Expenditure decisions undergo rigorous scrutiny with recommendations from relevant committees and adherence to codal formalities. The college Bursar and locally hired Chartered Accountant (CA) play crucial roles in scrutinizing expenditure. All transactions are conducted online (RTGS) and meticulously documented to uphold transparency in financial operations.

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

During the 2020-21 academic year, the institution responded proactively to the challenges posed by the prolonged lockdown, prioritizing the well-being and academic progress of both staff and students:

1. Transition to Online Learning: Teaching and non-teaching staff, as well as students, were encouraged to embrace online learning platforms such as Google Meet and Zoom. Training sessions were conducted at the beginning of the session to equip staff with the skills needed to create and utilize e-content effectively. This facilitated interactive online classes, ensuring continuity in the teaching-learning process.

2. Support for Students' Mental Health: Recognizing the impact of the pandemic on students' mental health, the IQAC took proactive steps to address issues such as domestic violence, mental health concerns, and financial constraints. Helpline numbers were shared with students, and advanced cases of depression or mental health issues were referred to appropriate authorities such as help lines. The Placement Cell was mobilized to assist outgoing students in exploring unconventional career paths amidst reduced

employability opportunities. Capacity building programs were designed and organized for both teaching and non-teaching staff, aiming to enhance their professional skills and adaptability to changing circumstances.

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

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

The college has a functional Internal Quality Assurance Cell (IQAC) set up in accordance with established norms tasked with monitoring and enhancing various activities within the institution. The IQAC records incremental improvements across different areas through discussions and recommendations, focusing on enhancing the quality of teaching and learning. Information is collected from individuals, Heads of Departments (HoDs), various cells, offices, the library, and hostels to identify areas needing improvement.

Regular feedback is collected from all the stakeholders, analyzed and action is taken based on this feedback. Teachers are encouraged to conduct bridge courses, remedial courses, and utilize ICT-based teaching methods to improve the teaching-learning process. The IQAC has played a significant role in maintaining and upgrading the quality of education, particularly by advocating for the transition to online platforms.

The IQAC organizes departmental presentations and discussion sessions to facilitate the sharing of teaching methodologies and best practices. Reports on teaching-learning processes, as well as co-curricular and extracurricular activities, are regularly submitted and uploaded to the college website upon completion.

Additionally, teachers are expected to complete annual Performance-Based Appraisal Forms, ensuring accountability and continuous improvement in their professional performance.

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

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The women cell of the college educates the young girls to voice their opinions regarding issues related to women. The college has a women anti-harassment cell which instills a sense of security and helps to maintain a harmonious atmosphere amongst the students. The college has constituted an internal complaint committee in pursuance of UGC Regulations Act, 2013 which deals with the complaints relating to sexual harassment at workplace. In order to provide a safe environment, the campus is under CCTV surveillance.

The college has a robust and active anti- ragging cell, internal complaint cell, grievance redressal cell and counselling facilities to the address issues confronting the students in this regard. An infirmary with the requisite medicines and medical equipment has been provided in the college.

These initiatives collectively promote gender equity, safety, and well-being within the educational institution, demonstrating a proactive approach towards creating a supportive environment for all members of the community. Continued efforts in this direction are essential for fostering an inclusive and respectful campus environment.

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	**Nil**

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

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

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

The college endeavours that students and teachers use proper waste management techniques in the college campus as well as in their homes in order to discharge their social responsibility. Different

activities promoting cleanliness are organized within the college such ashighlighting environmental issues. These include swachhta pakhwada, street plays, rallies and campaigns organised by NSS and NCC units of the college. The institution has taken comprehensive measures for waste management across various areas within the campus. Here's a breakdown of the waste management practices mentioned:

Dustbins are strategically placed in each corridor on every floor, in common rooms, washrooms, the office complex, hostel rooms, canteen, and kitchen, ensuring convenient disposal of waste. Separate dustbins for wet waste in the college canteen and hostel kitchen facilitate the segregation of waste, promoting efficient waste management practices. These waste management practices reflect the institution's commitment to environmental sustainability, hygiene, and safety standards, fostering a clean and healthy campus environment. Continued adherence to these practices is crucial for promoting sustainability and well-being within the institution.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for | B. Any 3 of the above

greening the campus are as follows:

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

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
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	**E. None of the above**

of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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).

To celebrate and protect cultural, regional, linguistic, communal, socio-economic diversities, the college has constituted various societies like, Drama and Debates, Cultural Society, Heritage Club, Women Cell, Community Outreach, NSS and NCC etc. which organize events and encourage students to take part in them.The articles of the students published in different sections of college magazine 'Pushpita' offers them the opportunity to showcase their writing skills in English, Hindi and Pahari language. Special days and various festivals are celebrated enthusiastically irrespective of community, religion, and language.The college utilizes its clubs and societies to undertake various initiatives aimed at celebrating cultural diversity and fostering inclusivity. This includes the celebration of important national and state days and organizing lectures on significant personalities who have contributed to building an inclusive society. This helps students understand and appreciate appreciate the ideals of democracy, equality, and justice. All public events organized by the college are concluded with the singing of the national anthem. This practice not only instils a sense of patriotism but also serves as a unifying factor, bringing together individuals from diverse backgrounds under the common identity of being citizens of the nation.

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

The department of Political Science familiarizes students with the vision and principles of the constitution through the celebration of Constitution Day. Its collaboration with the office of the chief electoral officer is commendable efforts to educate students about their constitutional rights, responsibilities and duties. By understanding the significance of casting their vote, students are encouraged to actively participate in the democratic process.

The college facilitates student engagement in various activities and committees focused on values and responsibilities. Committees such as Red Cross/Red Ribbon, Disaster Management, Eco Club (Aloe Vera) NSS, NCC, Rangers, and Rovers provide opportunities for students to contribute to the community, state, and country while developing important values and skills.These initiatives not only promote civic awareness and responsibility but also foster a sense of belonging and commitment to the well-being of society. By actively involving students in such activities, the college nurtures responsible and engaged citizens who are equipped to contribute positively to their communities and the nation at large.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
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	**B. Any 3 of the above**

the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	

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

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

The national and international commemorative days are regularly celebrated and observed in and off the campus to make the young minds aware of the national pride and rich cultural heritage. The staff and students of the college come together under one umbrella to celebrate these occasions and spread the message of unity, peace, love and happiness throughout the year. To commemorate the valour and spirit of the freedom fighters, National festivals like Independence Day, Republic day and Gandhi Jayanti are observed by organizing tree plantation and cleanliness drives, poster making, creative writing and other competitions along with cultural programmes. Besides this many other days of national importants such as world environment day national girl child day, international women's day national science day, labour day, sadbhawana diwas, national sports day, teachers' day, Hindi pakhwada, world aids day, etc. Constitution Day is celebrated to commemorate the enactment of the Indian constitution and to sensitize the students about constitutional values. Each of these days represents an opportunity for the college community to reflect on and engage with significant themes and causes. By celebrating these days, the college not only promotes awareness but also encourages dialogue, reflection, and action towards addressing relevant issues.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
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.

Practice: Sustainable Development and Green Campus

Objectives: Inculcating values like social responsibility, sensitivity

Context: To safeguard environmental concerns

Description: The Volunteers from NSS, NCC and Rovers & Rangers organize tree plantation drives occasionally to maintain the standards of greenery in and around the campus. Van Mahotsav week is celebrated every year to promote the sense of sustainability among the students towards mother nature.

Evidence of Success: The college has an established herbal garden which reciprocates the institutions effort to develop green campus.

Problems Encountered and Resources Required: Lack of adequate fertile land in the campus

Practice: ICT-enabled class rooms

Objectives: To make the teaching-learning process more efficient.

- **Context: to ensure the regular teaching of subjects and the delivery of teaching content to the students during Covid-19 lockdown.**

Description: ICT facilities in college include computer labs, multimedia rooms, smart classrooms, e-learning platforms, internet connectivity, Wi-Fi networks and other infrastructure that

facilitate the use of technology ineducation. CCTV cameras have been installed at the strategic locations

- **Evidence of Success**

- **The online lectures were available to the students beyond scheduled hours.**

Problems Encountered and Resources Required:

- **Lack of the necessary technological skills among a few staff members**

Internet Connectivity and Speed issues.

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
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

The issues related to the physical, academic, and mental well-being of students were addressed compassionately. Owing to the challenges posed by the COVID-19 pandemic the college rose to the occasion and inspired students to come forward and contribute by providing support to the distressed and vulnerable people through awareness programme. The cadets of the NCC unit organized health campaigns in nearby Batal village. The teachers also swiftly transitioned to online teaching amid the challenges of the pandemic. The college leadership promptly assessed gaps in the online teaching delivery system and upgraded its IT infrastructure accordingly. And conducted training sessions for the teachers on utilizing technology for creating e-content, using online platforms, and implementing online assessment/evaluation techniques. The skill and knowledge of BCA faculty was utilized for the purpose. The difficulty faced by some students was recognized and adequate help was provided in transitioning from traditional to online teaching methods.Overall, the college's proactive approach, swift adaptation to online teaching methods, comprehensive support for both academic and mental well-being, and effective collaboration with external partners showcase its resilience and commitment to ensuring the continuity of education

and support for its students and staff during the challenging times of the COVID-19 pandemic.

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

7.3.2 - Plan of action for the next academic year

Annual Quality Assurance Report (AQAR) Submission:

- **Preparation and submission of the AQAR for the session.**
- **The exiting practices will be continued and we plan to enhance student awareness towards the environment around them. The students and staff will be encouraged to contribute from their share and reduce their own need to the minimum possible so that directly or indirectly we can save the environment around us.**
- **Given the ongoing challenges posed by the COVID-19 pandemic and the need for comprehensive disaster preparedness, including mental health considerations, the initiative will be aimed to equip faculty members with the necessary skills and knowledge to respond effectively to emergencies and crises.**
- **To organize a capacity-building workshop focused on soft skills development.**

Soft skills are essential for effective communication, teamwork, leadership, and problem-solving, all of which contribute to a positive work environment and improved organizational performance.