



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

GOVT. DEGREE COLLEGE ARKI

VPO BATAL, TEH - ARKI, DISTRICT- SOLAN,
173208

www.gcarki.com

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Govt. Degree College Arki, established in 1994, has proven itself to be the educational landmark of District Solan and is imparting education at the undergraduate level in all the three streams, viz., Science, Arts, and Commerce, apart from B.C.A. – a job-oriented self-financing course – under the Choice Based Credit System. In a short span of time, this NAAC accredited “B”, co-educational institution, affiliated to H.P. University has evolved as a fountain head of learning providing quality education to students of Arki region, which is primarily a rural area. The 15th of July 1994, the day this institute came into existence, will always be remembered as a red letter day by the people of Arki as the college has brought higher education to their doorstep and their wards no more go to cities for the purpose. The number of students has exponentially risen from 110 in the first batch in 1994 to 1149 in 2018. It possesses adequate infrastructure in terms of class-rooms, laboratories, a library, a well-equipped computer lab with Wi-Fi connection and a playground etc. It has separate Arts, Science and Administrative Blocks. To cater to the needs of SC and ST students (only girls), a four-storeyed hostel has also been constructed.

Located in pristine, picturesque surroundings at Batal Ghatti, District Solan, H.P.-173208, that is 4 kms. from Arki on the Arki – Kunihar road, the college offers a very conducive environment for learning and envelopes even those who have the propensity to go wayward

The motto of the college means “We taste immortality through knowledge” reflects the vision of the founder members of the college. They envisioned that the future would belong to people believing in meritocracy and not mediocrity, and in keeping with their dream the students now realise with all earnestness that ‘quality’ and not ‘quantity’ is the catch word in the 21st century. The excellent university results year after year and the Alumni who are making their presence felt in all walks of life prove that the students walk in the footprints of their predecessors who gained ‘immortality’ exploring the vast horizons of knowledge.

Vision

Government Degree College, Arki shall prove to be a key factor for the economic and social transformation of the people of the region.

Economic Transformation: Arki and the surrounding areas derive their economic sustenance from three major fields: (a) A fairly large number of people are government employees, especially in ministerial and non-technical jobs. (b) Many people are employed in MSME industries like the Ambuja Cement Factory at Darlaghat and the associated truck unions giving employment to a multitude of people. (c) Many people earn a living through farming on their ancestral land.

Govt. College Arki offers B.Com course along with industry oriented Add-on courses like Computer Applications to empower the students and polish their skills for gainful employment in the industry. The students are supposed to make a project in their last semester which is industry oriented and it gives them an opportunity to leverage the skills gained in the classroom through apprenticeship in the industry of their choice. Scientific knowledge for agriculture is provided through science subjects like Botany and the industry-academia link is established through visits to specific places of educational interest like the Deoli Fish Farm in

the adjacent district Bilaspur. Many of our students have made it to good jobs, both in the private as well as the government sector, for instance, the Army among many other jobs.

Social Transformation: The NSS unit of the college is the nucleus for our college's social and meaningful contribution to the society. It has adopted many villages in the past years and initiated awareness programs on a large scale with socially relevant and contemporary themes like eye-donation, organic farming, political consciousness raising, female infanticide, Drug-abuse, etc. The unit has also taken up burning issues like 'Water conservation' and physically cleaned and revived local natural water resources which were on the verge of extinction. These efforts have been appreciated at the local, state and even national level through various awards, cash prizes and citations. Very satisfactorily it can be said, that the NSS unit of the college has been a harbinger of social change.

Mission

The college aims to provide multidimensional education to the students not only through classroom instruction in different courses of study, but education in its full scope leading to the enlargement of intellectual as well as humane aspects of their personality.

In order to accomplish this end, the college endeavors to inculcate among the students an understanding of the present finely tempered with love and respect for our traditional and cultural values and a vision about the future. While the curriculum is related to the generation and transmission of academic knowledge to the pupils, classroom instruction in different subjects is coupled with the possible applications and uses of academic knowledge vis-à-vis the issues of social and personal importance, so that the course content can prove to be of lasting value for the students. Besides classroom instruction, students are encouraged to participate in different co-curricular and extra-curricular activities, including sports, cultural and socially important activities like the National Service Scheme, to foster among the students the values of healthy competition, mutual cooperation and social responsibility.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The institution has qualified and committed faculty members and industrious administrative staff. About sixty percent of the faculty members hold a doctorate Degree while many other are pursuing Ph.D.
- The selection of the faculty is done by Himachal Pradesh State Public Service Commission. Teachers are deputed for attending orientation, refresher courses, seminars, workshops and conferences to get updated on the changing trends in the field of education and related areas.
- Focus is always on learner-centered education. Moreover, participatory and interactive learning is promoted through assignments, seminars, projects, etc.
- A well stocked library. The Library has good collection of standard books and journals including

research journals. Bright students are enrolled on the N-List portal and they can access many journals and e-books through the click of the mouse online.

- The Governance of the college is truly decentralized, participative and transparent. It takes into account, not only the concerns and needs of all the stakeholders, but also their suggestions and opinions in the process of planning.
- State of the art gymnasium.
- Scholarships for needy (Govt. as well as institutional scholarships provided by Parents Teacher Association).
- The college is situated in rural setup and girls outnumber boys in the total strength of students.
- Fully functional Choice Based Credit System across all programmes.
- A large number of students join higher studies after graduating from this college. Three Girls who graduated from the college in 2013 received Gold Medals in M.A. from the President of India in 24th Convocation held at HP University, Shimla on 30th October, 2018
- A garden with ornamental and herbal plants and wide open space for relaxing and head clearing.
- In order to produce a generation with social commitment our college is actively engaged in extension activities. The college has a vibrant NSS unit which has received awards and recognitions. In the current session fourteen NSS volunteers participated in various National Camps of Ministry of Youth affairs & sports, Govt. of India. Neha Sharma the CSCA President of the college led the National NSS contingent at Rajpath on the Republic Day.

Institutional Weakness

- Due to the heavy workload, teachers are not able to devote time to research.
- Non-availability of latest equipment required in emerging fields and lab testing.
- The college does not offer any entrepreneurial skill development courses to the students.
- Student computer ratio is uneven.
- Need more teaching and non-teaching faculty members.
- Need to expand the Infrastructure.
- Lack of auditorium in the college.
- Lack of stadium in the college.
- Limited transportation facilities.

Institutional Opportunity

- Enthusiastic young teachers with research aptitude can promote research culture.
- Self-financing streams to be further strengthened to introduce technology and contemporary programmes.
- PG courses can be introduced to provide opportunities in higher education as there is no PG centre in surrounding areas.
- Technology mediated teaching learning offers opportunity for evolving flexible curriculum catering to students and for continuing education and professional development. The College has potential to pursue this aim more vigorously.

Institutional Challenge

- Poor education backgrounds of the parents sometimes is an obstacle for the high achievers from moving out for higher levels of learning or employment.
- High teacher: taught ratio in many departments.
- The lack of Alumni input and support in terms of finance.
- Students are mostly from rural background and get little motivation from the parents or the society.
- The institution must engage with the industry as a vital stakeholder in order to achieve better placement and employability for students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college teaches the syllabus framed by the Himachal Pradesh University Shimla and has little freedom in designing curriculum. Few teachers from college assist the affiliating university in designing curriculum as member of board of studies in different subjects. However, the institution takes utmost care for proper implementation of the curriculum. The sustenance and enhancement of the quality of education being imparted by the college is ensured by strictly adhering to the academic schedule of H.P. University in terms of admissions, adequate number of teaching days, including adherence to the prescribed work load for the teachers. The institution has fully functional CBCS across all 19 Programmes. 487 new courses were introduced within last five years. Our college follows the system of Comprehensive Continuous Assessment (CCA) with the weightage of 30% of total marks. The teachers also evaluate the students personally and provide them with suggestions and help in improving their subject skills. Students are also exposed to practical experiences through educational tours, field projects and internships, which help in widening the knowledge horizon of the students. 13 students of the college actively participated in *Swachh Bharat Summer Internship (SBSI) 2018* programme. The objective of this internship programme was to engage the youth across the country and develop their skill and orientation for sanitation related work, amplify mass awareness on cleanliness and cement the people's movement aspect of Swachh Bharat Mission. The college strongly believes in the inculcation of human values, gender equality, professional ethics, and promotion of environmental conservation among students, curriculum of some courses attempt to address concerns and instill appreciation for issues relating to the domains, both in the theoretical and pragmatic context. With a view to strengthen the curricular aspects of the college, feedback is obtained from stakeholders like students, teachers, alumni and parents. The feedback is analyzed at various levels and appropriate actions are taken in time.

Teaching-learning and Evaluation

Teaching and learning comprises the core of knowledge dissemination. The ever increasing student strength in the college during the last five years bears testimony to the quality teaching imparted in the college. The average percentage of full-time teachers against sanctioned posts during the last five years has been a healthy 93.29%. During this five year duration, the average percentage of full-time teachers with Ph.D. has been 70.49%. During the preceding year, that is, 2017-18, 17 out of 25 teachers were doctoral degree holders. Around 95.65 percent teachers use Information and Communication Technology for modern and holistic teaching-learning experience. The average teaching experience of our teachers is approximately 12.83 years. The students are divided into small groups and allotted to various faculty members (ratio 49:44) who counsel them in respect of any academic or stress related issue. The subject teachers are available to the students

throughout the working hours and they can be accessed outside the classroom too. As a result, students from outside the state too have shown interest in the college. For instance, under Prime Minister's Special Scholarship Program (PMSSS), a student has enrolled himself in the B.Com course. The college continuously monitors the learning outcome through a Continuous Comprehensive Evaluation system. At the college level, a maximum of 30 marks are allotted which comprises of a mid-term examination of 15 marks. 10 marks are allotted for assignment presentation/ quiz et cetera and 5 marks are allotted for attendance percentage. The affiliating University conducts an End Semester Examination of 70 marks. The college monitors the student satisfaction levels through a survey with criteria adopted from templates of national agencies like the NAAC.

Research, Innovations and Extension

To meet the emerging academic and research needs, the faculty is encouraged to attend enrichment programmes like seminars, symposiums, special lectures and workshops organized by various institutions. They are involved in writing books publishing papers, editing books, chapters etc. Research activities are being carried out by individual teachers. There are provisions for granting study leave for interested teachers to carry out their research and further studies. Our college gives great importance to the extension and outreach programmes for the betterment of the community. To instill vital morals in all its students, the institution focuses on sensitizing the students to social issues and holistic development. This vision is executed by several clubs and societies like NSS Unit, Aloe Vera Eco Club, Red Ribbon club, Women Cell and Rovers and Rangers. The NSS unit of the college actively takes part in various activities organized by the government. Our students took part and won prizes and accolades at various events. The various events organized by these clubs are: Blood Donation Camp, Tree Plantation, Cleanliness Drive, Awareness Rally, Drug Abuse, AIDS awareness, Awareness Campaigns among Girls students, Awareness Campaigns among villagers in local villages. Some of our departments take students to industrial visits, field trips and educational tours to develop scientific attitude among students and also to enhance their knowledge.

Infrastructure and Learning Resources

Government Degree College Arki has maintained a high standard for infrastructure and learning resources. The college has twelve spacious, well lit and well ventilated class rooms, three smart class rooms with ICT facilities, one multipurpose hall and one Seminar Hall are available for smooth conduct of classes. There are two ICT labs having twenty Internet enabled computers and six well equipped laboratories attached with the departments for their practical requirements.

The College has a decent library, equipped with SOUL-2.0 software. Availability of e-books and e-journals are through N-LIST and Library's own Web page. An E-Resource centre for use by the students and faculties is also available.

A Gymnasium, a huge playground for outdoor games and some indoor games facilities are also available in the College. For cultural activities department of vocal and instrumental music has various instruments available with them.

A sanitary napkin vending machine and incinerator is installed in the girls' common room and toilet. For security purpose 30 CCTV Cameras are installed in the campus. All infrastructure facilities are regularly maintained by the college authorities.

Student Support and Progression

The college is committed to provide necessary assistance to the students, to enable them to acquire meaningful experiences for learning at the campus and to facilitate their holistic development and progression. The college distributes government as well as institutional scholarships provided by the Parents Teachers Association to the students. The college has various mechanisms for student's support. Grievance Redressal Cell of the college takes up various problems of the students. The Old Students Association of the college is the fountain head of its strength. With its achievements, the OSA makes the prospective students feel the transformation touch after they join this prestigious institution of learning. The Career Guidance and Placement Cell help the students with counseling for career making in different disciplines. Anti-ragging cell of college takes various measures to prevent incidents of ragging in the campus. The college has an active student council CSCA (College Students Central Association). The CSCA Body is constituted every year and it takes care of the general problems of the students and the CSCA council along with the Advisory committee, they try to solve the problems. The college also has the Editorial board, Science Society, Commerce Society in addition to NSS, Rover & Ranger, Red Ribbon Club, Electoral Literacy club and Eco-club. All these clubs aims at ensuring the maintenance of proper academic atmosphere and orderliness among the students. Apart from academics different facilities in the college such as sports & cultural are also instrumental in channelizing the support and progression of the students.

Governance, Leadership and Management

The College is a co-educational institution, being a government entity, its governance, management and leadership is appointed by the State Government which includes the Principal and other staff. The Principal is the head of the institution and is responsible for formulating internal policies and programs which are beneficial to the college. His/her role is also to co-ordinate with Heads/Coordinators of various departments, conveners of different committees, librarian and members of the non-teaching staff. Funds are allocated to the college through various government bodies like RUSA, UGC and other funds which are disbursed by the Principal for infrastructure, renovation and other purposes such as for purchasing books, equipments and other necessary expenditure. The finances of the college are managed by the College Bursar, Superintendent who in turn is assisted by the clerical staff. The college has well defined policies with clear goals for improving academic quality and infrastructure. To manage the functioning of the college in an efficient way, the college undertakes the task of feedback, besides giving participation to students as members in various administrative committees. The extra inputs are obtained through parent-teachers' meeting and meetings with civil society and alumni association to uplift the welfare of the region in general and the college in particular. The changes for internal matters within institution is effected by the Principal, however changes at higher level are carried out by the Department of Higher Education of the State Government. The IQAC plays an important role to enhance the level of clarity and focus in the functioning of the institution towards quality enhancement. The APIs/ACRs are submitted to the higher authorities with the remarks of the Principal. On the basis of evaluation of APIs/ ACRs by Departmental Promotional Committee, the higher scales and promotions are provided to the various teaching and non teaching staff under career advancement scheme. The role of various aspects as cited above is improving every year and necessary measures for improvement are taken for more improvements in the upcoming future.

Institutional Values and Best Practices

The motto of the College is "*Vidyayaa amritam ashnute*," which means "**We Attain Immortality through**

Knowledge”. The objective of the college is to build a holistic and vibrant learning environment founded on value based academic principles to inculcate mental and spiritual strength in order to develop the character of the students. The institute provides an ideal ambience to the students for pursuit of learning and development of personality. It has evolved as a fountain-head of learning providing quality education to students of the Arki region, which is primarily a rural area. Different activities in the college such as sports, cultural, NSS, Rovers and Rangers are instrumental in channelizing the strength of the students. The students are actively encouraged to participate in various activities such as visit hospitals, schools, local villages, etc. for social services. They participate in awareness camps such as blood donation, gender sensitivity and drug abuse. Environment protection is another concern, for this they keep the college campus green & clean, plastic & polythene free, practice tree plantation and conserve water, electricity, paper and other non-renewable resources. The students celebrate the birth anniversaries of national heroes which help in building a strong national character and they become aware of their responsibilities towards the nation.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

| Name and Address of the College | |
|---------------------------------|--|
| Name | GOVT. DEGREE COLLEGE ARKI |
| Address | VPO BATAL, TEH - ARKI, DISTRICT- SOLAN, |
| City | ARKI |
| State | Himachal pradesh |
| Pin | 173208 |
| Website | www.gcarki.com |

| Contacts for Communication | | | | | |
|----------------------------|--------------|-------------------------|------------|-----|--------------------------------|
| Designation | Name | Telephone with STD Code | Mobile | Fax | Email |
| Principal | Rita Sharma | 01796-220690 | 9418485115 | - | naacgcarki@gmail.com |
| Associate Professor | Daleep Kumar | - | 9418076599 | - | daleepsharmainshimla@gmail.com |

| Status of the Institution | |
|---------------------------|------------|
| Institution Status | Government |

| Type of Institution | |
|---------------------|--------------|
| By Gender | Co-education |
| By Shift | Regular |

| Recognized Minority institution | |
|--|----|
| If it is a recognized minority institution | No |

| Establishment Details | |
|--------------------------------------|------------|
| Date of establishment of the college | 15-07-1994 |

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

| State | University name | Document |
|------------------|-----------------------------|-------------------------------|
| Himachal pradesh | Himachal Pradesh University | View Document |

Details of UGC recognition

| Under Section | Date | View Document |
|---------------|------------|-------------------------------|
| 2f of UGC | 01-02-2000 | View Document |
| 12B of UGC | 15-07-2004 | View Document |

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

| Statutory Regulatory Authority | Recognition/Approval details Institution/Department programme | Day,Month and year(dd-mm-yyyy) | Validity in months | Remarks |
|--------------------------------|---|--------------------------------|--------------------|---------|
| No contents | | | | |

Details of autonomy

| | |
|--|----|
| Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges? | No |
|--|----|

Recognitions

| | |
|---|----|
| Is the College recognized by UGC as a College with Potential for Excellence(CPE)? | No |
| Is the College recognized for its performance by any other governmental agency? | No |

Location and Area of Campus

| Campus Type | Address | Location* | Campus Area in Acres | Built up Area in sq.mts. |
|------------------|---|-----------|----------------------|--------------------------|
| Main campus area | VPO BATAL, TEH - ARKI, DISTRICT- SOLAN, | Rural | 7.39 | 5982.75 |

2.2 ACADEMIC INFORMATION

| Details of Programmes Offered by the College (Give Data for Current Academic year) | | | | | | |
|--|--|--------------------|---------------------|-----------------------|---------------------|-------------------------|
| Programme Level | Name of Programme/Course | Duration in Months | Entry Qualification | Medium of Instruction | Sanctioned Strength | No.of Students Admitted |
| UG | BA,Department Of English | 36 | Plus two | English | 20 | 16 |
| UG | BSc,Department Of Mathematics | 36 | Plus two | English | 70 | 64 |
| UG | BA,Department Of Mathematics | 36 | Plus two | English | 20 | 9 |
| UG | BSc,Department Of Physics | 36 | Plus two | English | 70 | 64 |
| UG | BSc,Department Of Chemistry | 36 | Plus two | English | 90 | 86 |
| UG | BSc,Department Of Botany | 36 | Plus two | English | 30 | 22 |
| UG | BSc,Department Of Zoology | 36 | Plus two | English | 30 | 22 |
| UG | BCom,Department Of Commerce | 36 | Plus two | English,Hindi | 120 | 85 |
| UG | BA,Department Of Public Administration | 36 | Plus two | English,Hindi | 20 | 16 |
| UG | BA,Department Of Political Science | 36 | Plus two | English,Hindi | 90 | 84 |
| | | | | | | |

| | | | | | | |
|----|--|----|----------|----------------|-----|-----|
| UG | BA,Department Of Geography | 36 | Plus two | English,Hindi | 20 | 20 |
| UG | BA,Department Of History | 36 | Plus two | English,Hindi | 120 | 100 |
| UG | BA,Department Of Economics | 36 | Plus two | English,Hindi | 30 | 21 |
| UG | BA,Department Of Sociology | 36 | Plus two | English,Hindi | 30 | 24 |
| UG | BA,Department Of Sanskrit | 36 | Plus two | Hindi,Sanskrit | 10 | 4 |
| UG | BA,Department Of Hindi | 36 | Plus two | Hindi | 60 | 53 |
| UG | BA,Department Of Music | 36 | Plus two | Hindi | 20 | 18 |
| UG | BA,Department Of Physical Education | 36 | Plus two | English,Hindi | 20 | 13 |
| UG | BCA,Department Of Computer Application | 36 | Plus two | English | 20 | 7 |

Position Details of Faculty & Staff in the College

| Teaching Faculty | | | | | | | | | | | | |
|---|-----------|--------|--------|-------|---------------------|--------|--------|-------|---------------------|--------|--------|-------|
| | Professor | | | | Associate Professor | | | | Assistant Professor | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | 0 | | | | 8 | | | | 18 | | | |
| Recruited | 0 | 0 | 0 | 0 | 7 | 1 | 0 | 8 | 11 | 5 | 0 | 16 |
| Yet to Recruit | 0 | | | | 0 | | | | 2 | | | |
| Sanctioned by the Management/Society or Other Authorized Bodies | 0 | | | | 0 | | | | 5 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 2 | 0 | 5 |
| Yet to Recruit | 0 | | | | 0 | | | | 0 | | | |

| Non-Teaching Staff | | | | |
|---|------|--------|--------|-------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 21 |
| Recruited | 11 | 5 | 0 | 16 |
| Yet to Recruit | | | | 5 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |

| Technical Staff | | | | |
|---|------|--------|--------|-------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 1 |
| Recruited | 0 | 1 | 0 | 1 |
| Yet to Recruit | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |

Qualification Details of the Teaching Staff

| Permanent Teachers | | | | | | | | | | |
|-----------------------|-----------|--------|--------|---------------------|--------|--------|---------------------|--------|--------|-------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 6 | 1 | 0 | 4 | 3 | 0 | 14 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 2 | 0 | 5 |
| PG | 0 | 0 | 0 | 1 | 0 | 0 | 4 | 0 | 0 | 5 |

| Temporary Teachers | | | | | | | | | | |
|-----------------------|-----------|--------|--------|---------------------|--------|--------|---------------------|--------|--------|-------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 2 | 0 | 5 |

| Part Time Teachers | | | | | | | | | | |
|-----------------------|-----------|--------|--------|---------------------|--------|--------|---------------------|--------|--------|-------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | Total |
| D.sc/D.Litt. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Details of Visting/Guest Faculties | | | | |
|--|------|--------|--------|-------|
| Number of Visiting/Guest Faculty engaged with the college? | Male | Female | Others | Total |
| | 2 | 0 | 0 | 2 |

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

| Programme | | From the State Where College is Located | From Other States of India | NRI Students | Foreign Students | Total |
|----------------------------|--------|---|-------------------------------|--------------|---------------------|-------|
| Certificate / Awareness | Male | 9 | 0 | 0 | 0 | 9 |
| | Female | 16 | 0 | 0 | 0 | 16 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| Diploma | Male | 6 | 1 | 0 | 0 | 7 |
| | Female | 15 | 0 | 0 | 0 | 15 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| UG | Male | 467 | 1 | 0 | 0 | 468 |
| | Female | 681 | 0 | 0 | 0 | 681 |
| | Others | 0 | 0 | 0 | 0 | 0 |

| Provide the Following Details of Students admitted to the College During the last four Academic Years | | | | | |
|---|--------|--------|--------|--------|--------|
| Programme | | Year 1 | Year 2 | Year 3 | Year 4 |
| SC | Male | 115 | 124 | 125 | 143 |
| | Female | 130 | 156 | 186 | 177 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 3 | 2 | 1 | 1 |
| | Female | 2 | 4 | 1 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| OBC | Male | 21 | 17 | 16 | 15 |
| | Female | 11 | 12 | 25 | 15 |
| | Others | 0 | 0 | 0 | 0 |
| General | Male | 322 | 501 | 385 | 346 |
| | Female | 449 | 332 | 575 | 564 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 0 | 0 | 1 | 0 |
| | Female | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 1053 | 1148 | 1315 | 1261 |

3. Extended Profile

3.1 Program

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

Response: 487

| File Description | Document |
|---|-------------------------------|
| Institutional Data in Prescribed Format | View Document |

Number of programs offered year-wise for last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 19 | 19 | 19 | 19 | 19 |

3.2 Students

Number of students year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---|-------------------------------|---------|---------|---------|
| 1261 | 1315 | 1148 | 1053 | 893 |
| File Description | Document | | | |
| Institutional Data in Prescribed Format | View Document | | | |

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---|-------------------------------|---------|---------|---------|
| 201 | 201 | 201 | 201 | 201 |
| File Description | Document | | | |
| Institutional Data in Prescribed Format | View Document | | | |

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 175 | 343 | 203 | 264 | 130 |

| File Description | Document |
|---|-------------------------------|
| Institutional Data in Prescribed Format | View Document |

3.3 Teachers

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 23 | 22 | 23 | 20 | 23 |

| File Description | Document |
|---|-------------------------------|
| Institutional Data in Prescribed Format | View Document |

Number of sanctioned posts year-wise during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 25 | 24 | 24 | 23 | 23 |

| File Description | Document |
|---|-------------------------------|
| Institutional Data in Prescribed Format | View Document |

3.4 Institution

Total number of classrooms and seminar halls

Response: 11

Number of computers

Response: 34

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

| | | | | |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 1.83 | 105.01 | 58.6 | 63.21 | 4.14 |

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Govt Degree College Arki is affiliated to Himachal Pradesh University Shimla and follows syllabus and curriculum designed by the affiliating university. The college engagement with curriculum aspects is mainly in their implementation. The college maintains a highly structured mechanism for implementing the curriculum. The institution develops and deploys action plans or effective implementation of the curriculum in the following ways:

- For effective implementation of the curriculum, the college convenes a general staff meeting at the beginning of session to formulate action plan. The college conducts regular meetings with the staff members and the heads of teaching department to develop various strategies for effective implementation of the curriculum.
- The teachers are encouraged to implement the curriculum through innovative teaching method such as presentations, assignments, discussions, seminars, computer education apart from traditional teaching methods. Facilities and skill development equipments like computers, smart boards, LCD projectors etc. have been provided for ICT enabled lecture delivery.
- The syllabi are divided into units which are to be finished by a given dead line. The extent of syllabus taught is tested through regular class tests.
- The students are given class tests and assignments at regular intervals by the teachers. The teachers then interact with the students about the difficulties being faced by them, how they would like the teacher to approach the subject matter, including the thrust areas which require more attention and how the students can improve their weaknesses.
- Adequate flexibility in the choice of subjects is provided to the students, in adherence with the norms of the university. Choice Based Credit System (CBCS) provides greater freedom to students regarding the courses they wish to study, and thus, this newly introduced system, with a thrust on interdisciplinary approach towards curriculum, help them carve a niche for themselves in today's competitive world.
- Interaction with all stakeholders like students, parents, old students and subject experts is encouraged and timely feedback regarding curriculum and college is collected from them.
- The institution keeps a track of the academic progress of the students through Continuous Comprehensive Assessment (CCA) . CCA accounts for 30% of the final grade that a student gets in a course. 30% assessment will be determined on the bases of class room attendance (Out of 5 marks), Mid Term (Minor) Test (Out of 15 Marks), Assignments/Seminars (Out of 10 marks).
- Since the curriculum is prepared by the university the college conducts the mid-term examination. In the current session (2018-2019), the college conducted mid-term examinations for the odd semester 3rd & 5th sem. from 06-09-2018 to 13-09-2018, for the first year, from 15-11-2018 to 22-11-2018 & mid-term examination for the even semesters 4th & 6th were held from 15-03-2019 to 23-03-2019, as per guidelines of Himachal Pradesh University under the CBCS pattern of RUSA.

- A students has to attend at least 75% lectures/Tutorials/ Practicals. A student having less than 75% attendance is not allowed to appear in the end semester examination.
- The college maintains congenial and healthy relationship between the teacher and the taught.

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

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

Response: 0

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

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

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

Response: 36.04

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 2 | 2 | 1 | 0 | 3 |

| File Description | Document |
|--|-------------------------------|
| Details of participation of teachers in various bodies | View Document |
| Any additional information | View Document |

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years**Response:** 17.25

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

Response: 84

| File Description | Document |
|---------------------------------------|-------------------------------|
| Details of the new courses introduced | View Document |
| Any additional information | View Document |

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

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

Response: 19

| File Description | Document |
|--|-------------------------------|
| Name of the programs in which CBCS is implemented | View Document |
| Minutes of relevant Academic Council/BOS meetings. | View Document |

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response:** 1.59

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

| | | | | |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 21 | 16 | 10 | 17 | 23 |

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

1.3 Curriculum Enrichment

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

Response:

Holistic development of students is the main purpose of curriculum. The institution works persistently for the curriculum enrichment by integrating cross- cutting issues relevant to Gender, Environment and Sustainability, Human values and Professional Ethics into curriculum. We have a course like **Human Rights, Gender and Environment** in the 6th semester, which the students can choose according to their interest and inclination, this course includes the following curriculum:

1. Meaning and scope, UN Declarations and Covenants.
2. Human Rights in India: Constitutional Provisions and Practices. The role in National Human Rights commission.
3. Analyzing Structures of Practices, Economic Development and Women. The issue of Women's political Participation and Representation in India.
4. Environment and sustain Development, UN Environment Programme: Rio, Johannesburg and after. Environment Policy in India.

Environment science is taught as a compulsory subject in all under Graduate Classes across all disciplines. For inculcating professional ethics the courses like Business Ethics and leadership styles have been incorporated in B.Com curriculum. Similarly a course in skill enhancement is introduced in 4th sem. i.e. **Sociology of Environment**. The course contents are:-

1. Concept and Meaning: (1) Environment and Society-Relationship (2). Need and importance of Environmental Studies.
2. Environment and Resources: (1) Environment and Resources Relationship (2) Ecology, Ecosystem and Society (Interrelationship)
3. Development and Environment: (1) Industrialization, Urbanization and Environmental Degradation ii Depletion of Natural Resources and Pollution -Air, Water and Soil.
4. Contemporary Environmental Concerns: (1) Deforestation and Ecological Crises, Climatic Change (2) Global Warming, Construction of Dams and its impact, and Water Crises.

The institution has provision for activities which may not be directly linked with one's discipline of study but contribute to sensitizing students to cross-cutting issues. Various activities like tree plantation in college campus and adopted villages, Blood donation, Cleanliness drive, gender sensitization, health education are regularly taken up by the **NSS** unit of the college. Awareness campaigns in adopted villages about environment pollution, organic farming and general cleanliness and health issues including basic information about **AIDS and Drug Abuse**, preservation of natural water resources etc. is also undertaken in the surrounding areas. Our college has a well established **Red Ribbon Club** that works towards increasing awareness, dispelling myths and misconception regarding **HIV / AIDS patients**. Health and family welfare department of the district provides training to the students regarding **HIV /AIDS**. **Eco Club** of the college works actively for encouraging the students to participate and take up environmental activities by organizing awareness programmes such as tree plantation drives, lectures and talk on

environmental issues. The college has a Women cell/ sexual harassment & grievances Redressal Cell for ensuring fair and timely resolution of Sexual harassment complaints, if any, and ensuring extreme confidentiality. This cell works according to the regulation of the state government in this regard. It provides information regarding counseling and support services in campus to promote awareness about sexual harassment and also, the cell seeks to inform campus community regarding their rights to respectful work and learning environment for faculty, non-teaching staff and students.

| File Description | Document |
|----------------------------|-------------------------------|
| Any Additional Information | View Document |

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

Response: 30

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

Response: 30

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

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B.Any 3 of the above

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

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

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

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

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

| File Description | Document |
|-------------------------|-------------------------------|
| URL for feedback report | View Document |

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

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

Response: 0.02

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 1 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| List of students (other states and countries) | View Document |
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 53.28

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 443 | 473 | 459 | 438 | 558 |

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 890 | 890 | 890 | 890 | 890 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 70.45

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 159 | 115 | 127 | 148 | 159 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any additional information | View Document |

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

The College has no 'Special Programs' as such for 'Advanced learners' and 'Slow learners'. However, while preparing the merit list for admission to each Major subject, the previous academic record, vis-à-vis the scores in Class X and XII are meticulously noted down. These records can be accessed by the concerned Major subject teacher from the Admission Committee. Therefore, the teacher is aware of the academic strength and weakness of his/her class. For the slow learners, the College time table provides a special time slot known as 'Tutorials'. During this period, the students who need extra support and guidance have their teacher at their disposal for the doubt clearing sessions. Besides this exclusive time slot, the students are free to approach their respective subject teachers any time for any doubt they might have regarding their subjects. The advanced learners are encouraged to consult standard reference material from the library and other online sources such as N-List. The notes prepared by them are discussed individually for doubt clearance and assignments prepared thereof are encouraged for class level presentations so that other students may also benefit from the rich harvested body of knowledge. The advanced learners are motivated by the concerned teachers to take active part in subject societies and assist the Staff Editors of the College magazine as Student Editors. They are also encouraged and motivated to take part in College level Inter College competitions.

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

2.2.2 Student - Full time teacher ratio**Response:** 54.83

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

2.2.3 Percentage of differently abled students (Divyangjan) on rolls**Response:** 0.08**2.2.3.1 Number of differently abled students on rolls****Response:** 1

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format | View Document |
| Any other document submitted by the Institution to a Government agency giving this information | View Document |

2.3 Teaching- Learning Process**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

Experiential Learning is an integral part of the curriculum, especially for the Science and Commerce students. The Commerce students are required to make a project in active consultation with a firm of their choice. They spend time briefly at an industry/firm/organization and during their stay there, the students prepare a project report on a topic of their choice. The science students too are taken out on educational excursions, for example, the Deoli Fish-farm, Science city, UHF Nauni which is not very far from the college. In extra-curricular activities of the college, like the NSS, the students learn about service to society through practical field-based study.

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 95.65**2.3.2.1 Number of teachers using ICT****Response:** 22

| File Description | Document |
|---|-------------------------------|
| List of teachers (using ICT for teaching) | View Document |
| Any additional information | View Document |

2.3.3 Ratio of students to mentor for academic and stress related issues**Response:** 50.44**2.3.3.1 Number of mentors****Response:** 25

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

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

As a teacher, to tackle the challenge of “innovation and creativity in teaching”, one should implement innovative ideas that make the classroom experience much more interesting for the students. Here are some innovative ideas that are used to reinvent the teaching methods that make the classes more interesting.

- Teachers take the help of tools to stimulate creativity in the forms of visual exercises, audio-visual materials to supplement textbooks during the classes that will excite young minds and capture their interest.
- Teachers use models, filmstrips, movies, pictures, laboratory, experimental facility and power point presentation for making learning interesting and interactive. Such tools help their imagination thrive and grow. These methods not only develop their ability to listen but also help them understand the concepts better.
- Infusing real-world experiences into the instructions will make teaching effective, and enrich classroom learning. Relating and demonstrating through real-life situations will make the information easy to understand and easy to learn.
- Some lessons are best learnt when they are taught outside the classroom. Thus, students are involved in organizing field trips that are relevant to the lessons. For better understanding, the examples from day-to-day life are taken from surrounding environment to get first hand information.
- The class-rooms are well furnished for teaching. Lectures along with group discussion, are

conducted on regular basis to make the learning process interesting and long-lasting for the students.

- To promote conceptual learning various methods are used in the form of seminars, quizzes, presentations and tutorials, etc.
- The students are also encouraged to participate in extra-curricular activities i.e. poster making, on the spot painting, cartooning, debate, declamation, slogan writing etc.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 93.29

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

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 62.98

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 15 | 16 | 15 | 18 | 5 |

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

2.4.3 Teaching experience per full time teacher in number of years

Response: 12.83

2.4.3.1 Total experience of full-time teachers

Response: 295

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

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

Response: 13.51

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 0 | 1 | 0 | 1 | 1 |

| File Description | Document |
|--|-------------------------------|
| Institutional data in prescribed format | View Document |
| e-copies of award letters (scanned or soft copy) | View Document |
| Any additional information | View Document |

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

Response: 1.67

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 0 | 1 | 1 | 0 | 0 |

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

2.5 Evaluation Process and Reforms

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

Response:

Continuous Internal Evaluation of the students is an integral part of the college. The Himachal Pradesh University made its affiliated colleges to shift to the CBCS (Choice Based Credit System) with CCE (Continuous Comprehensive Evaluation) w.e.f. session 2013-14. Out of total 100 marks for a particular course, 50% marks were reserved for Internal Assessment which comprised of two Minor Tests at periodic intervals in a semester. Both the mid terms carried 15 marks each per paper. Therefore, a total of 30 marks were devoted to two minor tests held at suitable intervals in a single semester before the Final semester Examination. Besides these two minor tests of 30 marks, 15 marks were reserved for assignment preparation and its presentation in class level seminars. 5 marks were reserved for student attendance with different marks for different attendance percentage. After continuing with this system for two years and assessing its merits and demerits, it was felt that 50% marks for Internal Evaluation were way too much as some students after scoring good marks in the Internals did not pay adequate attention to the Final examinations. Moreover, it was felt that in a short span of six months having three examinations (two internal and one university conducted) was needlessly tiring the students and also reducing the importance of such examinations in the eyes of the students. Therefore, in the interest of the students, some reforms were undertaken in the CCE. It was decided and circulated by the H.P. University that instead of 50, only 30 marks shall be earmarked for the CCE and instead of two internal examinations, only one shall be conducted before the final university examination. The new reformed scheme envisaged a mid-term examination of 15 marks, a small class test and assignment of 10 marks and 5 marks for attending classes regularly.

The House Examination Committee of the College meticulously conducts the Internal Examination almost on the pattern of the final examination conducted by H.P. University, Shimla. The students, who could not appear in the examination and have a genuine reason for not doing so, are given a separate chance after due permission from the College Principal.

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

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

The mechanism of Internal Assessment is mainly divided into two parts. Firstly, the Mid-Term Examination of 15 marks which is conducted by the centralized House Examination Committee under the guidance of the Controller of Examinations, who is a senior faculty member. Secondly, 15 marks of the Internal Assessment reside with the concerned subject teacher who marks the students fairly out of 10 based on the quality of their class assignments/term papers and its presentation thereof in a class level seminar. 5 marks are also marked by the subject teacher based upon the attendance percentage of the student as reflected in the Attendance Register duly issued by the College Principal.

As far as the mechanism of conducting House Examination is concerned, it is conducted with all codal formalities and due diligence under the watch of the Principal. Question papers are invited from various faculty members in sealed envelopes. The papers are printed/Xeroxed outside the College by the House

Examination Committee. A central Date Sheet is prepared with a central seating plan. Every day and in each session, the students are allotted different seats and different rooms. The teachers are put on invigilation duties. The collected answer sheets are deposited in the House Examination Room which are issued by the concerned subject teachers after putting their signatures in a register. The awards of the papers are again to be deposited with the Committee which are in turn entered on the Computer by the clerical staff allotted to the House Examination Committee. The students, who could not appear in the examination and have a genuine reason for not doing so, are allowed to sit in the Supplementary Examination after due permission of the Principal. The House Examination Committee maintains various records in form of registers such as the Teachers' Attendance for Invigilation Duties, Students' Attendance File, Answer-scripts issue Register, Stock Register. The amount spent on the smooth conduct of the examination is subjected to audit.

Besides the written examination, class level quiz, revision sessions, surprise tests and assignment presentations are also held frequently.

Therefore, it can be concluded that the college has a robust and transparent mechanism for internal evaluation with ample amount of frequency and variety.

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

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

Response:

The examinations to which the students are subjected can mainly be divided into two broad categories: Internal examination conducted by the College and the External Examination conducted by the affiliating university, that is, Himachal Pradesh University. The mechanism to deal with the grievances related to the external examination is as follows:- Consequent upon the declaration of the result, the main grouses of the students are: (a) Internal Assessment not entered on University Portal. For this, the principal seeks a reply from the grievance redressal cell about the non-entry of marks. Most of the times, the reason is non-reflection of the student name/roll-number/record on the university portal due to wrong course code entry, et cetera by the student. The same is rectified by the teacher appointed by the principal and the concerned subject teacher enters the particular award. It is verified by the Principal. In a few days, the score and grade is reflected in the student Result Card. (b) Another problem faced by the students includes non-entry of marks by the affiliating University. For this, the applications are collected from the students and a messenger/e-mail is dispatched by the Principal to HPU, Shimla-5. Within a few days, the technical glitch is resolved by the University and the awards are reflected in the score-card of the students.

In case a student is not satisfied with the CCA score, he is again shown his various marks in different categories, namely the Mid-Term examination, the assignment/presentation and the attendance.

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

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

Response:

The Academic calendar of the year is shared with the students and the staff through the website and prospectus of the concerned year. The students while seeking admission to the course/next semester purchase the prospectus and are acquainted with the academic schedule for the semester/year. The college meticulously adheres to this schedule. The vacation schedule, summer/winter/festival is provided at the start of the academic calendar so that the students and teachers can plan their academic excursions in advance. For the CIE, the schedule for the conduct of Mid-Term examination, the final semester examinations is religiously followed. The Parent-Teachers meeting is held in the second week of August, mostly on Second-Saturday or Sunday so that maximum number of parents can visit the college to learn about the performance of their wards in their respective academic subjects.

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

2.6 Student Performance and Learning Outcomes

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

Response:

The institution is running Under Graduate courses in B.A, B.Sc. and B. Com. along with Self Financing course in BCA and Add-on course in Computer Applications for the students.

There are 18 subjects in the college viz. English, Hindi, Sanskrit, Political Science, Economics, Public administration, Sociology, Geography, History, Music (Vocal and Instrumental), Physical Education, Chemistry, Physics, Botany, Zoology, Mathematics and Commerce.

The college has clearly stated the learning outcomes of the Programs and Courses in the college prospectus and even the college website <http://www.gcarki.com/>. These outcomes/objectives are also notified along with the syllabi on the University website www.hpuniv.nic.in.

The hard copies of the syllabi and learning outcomes are available in all the departments for ready reference to the teachers and students. The importance of the learning outcomes are communicated to the teachers in staff meetings regarding the academic performances of the students. The students are also made

aware of the course outcomes through Tutorials & Workshops conducted by the Career Guidance and Placement Cell of the college. This cell helps the students through counselling for making academic and career choices across different disciplines. Under the guidance of the the Principal and the teachers, the cell organizes various career counselling sessions every year.

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

Response:

Under the supervision of the Controller of Examination & as per the guidelines of Himachal Pradesh University under the CBCS Pattern of RUSA, the college evaluates and collects data systematically. The following scoring method is used to calculate the average marks of each course outcome: - University Examination (70) + internal assessment including assignments, attendance and Mid Term Test are (30).

At the end of each semester, the university conducts the End Semester Examination. On the basis of the result published by the university, the course outcomes are measured. **Mid Term Tests** are conducted according to the schedule, set by the HP University, Shimla. The answer books of Mid Term Tests examinations are shown to the students and they are guided to improve their performance.

Assignments are also given to the students in every semester in the form of topics which are to be presented in Assignment Presentation Seminars. The topics allotted by the teacher or chosen by the students themselves are mostly from the prescribed syllabus. The assignments are then evaluated by the teacher, and the students are guided individually on how they can improve their performance in future. The assignments also enhance and widen the scope and understanding level of the students. The concerned subject teacher also ensures that all students are able to complete the assignments within the stipulated time.

The students are allotted their roll no. of the final exams only if they fulfill the criterion of minimum **75% classroom attendance** and they score passing marks in the Mid Term Tests. The names of those students are struck-off who are irregular in class and do not attain minimum 75% attendance. They are re-admitted by the process of re-admission and their parents are also informed about their sub-par performance. If any student fails to score passing marks in the Mid Term Tests, a re-test is conducted. A re-test is also conducted for the students who could not appear in the Mid-Term examination owing to some genuine reason. After due approval from the Principal, the students are allowed a retest.

The purpose of this evaluation is to analyze the performance of the students in order to improve student learning outcomes for each program. Based on the results of the students, shortcomings in the desired area can be addressed to overcome them.

2.6.3 Average pass percentage of Students

Response: 27.97

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 106

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

Response: 379

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.3

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

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

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 111

3.2 Innovation Ecosystem

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

Response:

To inculcate the interest in research among the students and teaching faculty, college organizes intra-disciplinary and inter-disciplinary expert lectures. The college motivates the students to prepare **posters** and oral presentations to transfer the knowledge on recent issues. College subscribes to free subject journals and other online resources. College also **arranges industrial visits & study tours** to impart subject knowledge to the students. There is **no separate incubation Centre** but college provides e-resources through Internet connected computers. The faculty members are empowered to take up research

activities utilizing the existing facilities. The college has a IQAC Cell to monitor and address the issues of research and creating research culture among faculty members and students. Following activities are conducted by the cell.

Functions of the cell:

- Creating research culture among faculty members and students.
- Guidance for publication of papers/articles in reputed journals.

Recommendations:

- Recommend to organize more number of seminars, conferences and workshops.
- Motivates the students to prepare posters, presentations exhibits to transfer the knowledge on recent issues.

Impact of Recommendations:

- As a result of recommendations, there is an increase in the publication rate by the faculty members.
- Faculty members and students took initiative to enroll themselves in more number of professional societies.
- College also arranges industrial visits & study tours to impart subject knowledge to the students.

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

Response: 0

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

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

3.3 Research Publications and Awards

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

Response: No

| File Description | Document |
|---|-------------------------------|
| Institutional data in prescribed format | View Document |

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

Response: No

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

Response: 0.18

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 6 | 1 | 6 | 3 | 4 |

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

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

Response: 0.18

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 3 | 1 |

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

3.4 Extension Activities

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

Response:

The College has made its noteworthy contribution to the society and environment by making a participation to promote College-Neighborhood-Community network. Major emphasis is given on student engagement, service orientation and holistic development of students contributing to good citizenship.

We at our college not only excel in academics but also in other extension activities. Our college gives great importance to the betterment of the community. To instill vital morals in all its students, our college focuses on sensitizing the students to various social issues. To execute this vision, several events and activities are carried throughout the year.

Various clubs of our college are:

- NSS Unit
- Aloe Vera Eco Club
- Red Ribbon club
- Women Cell
- Rovers and Rangers

The various events organized by these clubs are:

- Blood Donation Camp
- Tree Plantation
- Cleanliness Drive
- Awareness Rally
- Lectures on Drug Abuse
- Field Trips
- Educational Tours
- Celebration of International Youth Day
- Celebration of World AIDS Day
- Awareness Campaigns among Girls students
- Awareness Campaigns among villagers
- Seven Days special NSS Camp
- Road safety awareness program
- Awareness seminars on different burning issues.

The NSS unit of the college actively take part in various activities organized by the government. Our students took part and won prizes and accolades at various events. Our NSS volunteers along with the other college students actively participate in the rallies on AIDS awareness, also conduct expert talks on HIV and female foeticide issues for the students. Annually, NSS unit organize tree plantation, Cleanliness Drive, blood donation and Celebration of Independence Day, Republic Day, Constitution Day, Yoga Day, Special Camp (for one week) in adopted village in collaboration with government and non-government organizations. Working together and with other individuals, students learn to negotiate, communicate, manage conflict and importance of team work. Such programmes sensitize the students towards the social issues. Through involvement in these extension and outreach activities the students develop critical

thinking skills and time management. Working outside the college campus and with diversified social groups of peoples allows students to gain more self-confidence and appreciation. These activities help them to become good leaders and well-mannered citizens.

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

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

Response: 4

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 2 | 2 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Number of awards for extension activities in last 5 years | View Document |
| e-copy of the award letters | View Document |

3.4.3 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 last five years

Response: 11

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 4 | 1 | 2 | 4 |

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

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

Response: 49.33

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 894 | 1019 | 318 | 460 | 240 |

| File Description | Document |
|---|-------------------------------|
| Report of the event | View Document |
| Average percentage of students participating in extension activities with Govt. or NGO etc. | View Document |

3.5 Collaboration

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

Response: 6

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 2 | 0 | 2 | 1 | 1 |

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

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

All the departments of the college are being supported via various infrastructural scaffolds. The institution possesses equipments, apparatus, books, teaching- aids, furniture and fixtures, ICT facilities and other consumables. Further, infrastructural enhancements are also done through various other financial resources in the form of UGC grants, RUSA grants etc. Also, future needs are identified and supplemented from time to time.

The details of the available infrastructural resources are as follows:

1.Classrooms: The College has twelve well aerated classrooms with proper sitting capacity and electrification. There are three interactive boards, two white boards and green boards available in the classrooms.

2. Laboratories: There are eight well equipped Laboratories in the college. Two computer labs, one botany, zoology, geography, physics and two chemistry labs are available.

3.Smart classrooms: The College has three smart classrooms for enhancement of teaching learning process.

4.Computer Labs: The College has two computer Labs having 20 computers. All the computers have internet facilities.

5.Play ground: The College has a well established department of Physical Education and there is a sports committee to organize various sports activities for the students. There is a playground for conducting outdoor activities in the College.

6. Library facility: The College has a good library, equipped with SOUL-2.0 software. Availability of e-book and e-journals are through N-LIST. Library also has own web page in which links for N-LIST and open access e-books, e-journals and other educational resources are given. There are two reading rooms in the library and an e-resource centre for better teaching- learning process.

Infrastructural support system available in the college campus includes:

- Number of buildings in the college compound: 4 storied Science Block, Arts Block, Administrative Block, Girls Hostel.
- Faculty rooms- 16
- Seminar Hall- There is one seminar hall- with latest multimedia facilities used for presentations during workshops and seminars.
- Conference hall with Digital teaching system-01
- Language lab- 01

- Multipurpose hall-01
- Multipurpose lab-01
- LCD -02
- Sanitary napkin vending machine and incinerator for girls-01.
- Photocopier- 02
- Digital Duplicator- 01
- Free Wi-Fi facility is available in the college for all the students and staff members.
- 03 Overhead and 01 slide projector.
- CCTV Cameras-30
- Gymnasium-01
- Boxing ring – 01
- Sports room-01
- Girls common room+ Green Room-01
- Store Room-08
- Dark Room-01

The institution enhances its infrastructural facilities and creates opportunities for the students to utilize the infrastructure by upgrading the labs, classrooms, equipments etc. RUSA has provided Rs 2 crores for the infrastructural development and renovation of the building. The entire college campus has Wi-Fi facility with a speed of 10 MBPS.

| File Description | Document |
|---------------------------------|-------------------------------|
| Any additional information | View Document |
| Link for Additional Information | View Document |

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

Response:

Facilities for sports and games:

- The College has sports facilities for outdoor games like cricket, badminton, kho-kho, kabaddi, volley ball, hand ball and indoor games like Table- Tennis, Carom Board, Chess etc.
- The college playground which has been used by the college since 1998. It has an approximate area of nine bighas and on an average 50-100 students use it daily.
- The institution has a sports room and store room for keeping sports equipments.
- The players are provided Track suits, T- shirts and lowers for practice.
- There is provision for providing TA/DA to players for participation in State and National Level events as per the HP University guidelines.

- In the session 2015-16 college has provided cement turf wicket with covering net.
- In the session 2016-17 an amount of Rs 21,500 were received from RUSA grant in favor of Handball pole.
- In the session of 2017-18 the government has provided Rs 7, 38,000 (seven lakh thirty eight thousand) for the upgradation of Physical Education Department.
- In the session 2017-18, our college witnessed a great moment as the Department of Physical Education along with the support of academic staff conducted the Inter-College Volleyball Championship (women) and in session 2018-19 Handball (women & men) was also held in our college.

Facilities for Cultural Activities & Yoga:

- For encouraging students towards cultural activities, the institute organises many competitions like dance, song (group and solo), essay writing, debate, rangoli, poster making, painting etc. The college organize talent hunt programme such as SCA Function, New Year celebration, departmental functions etc. The winners are felicitated in the annual function of the college.
- The college has a multipurpose hall which is used for conducting examination, various cultural and departmental activities & on special occasions like Independence Day, Prakram Parv, CSCA oath taking ceremony, Hindi Diwas, special lecture of Career Counseling Cell etc.
- There are two separate rooms for music department. The students of Music Department participated in various Musical Activities and competitions. Some of the students participated in district and state level festivals eg. Sayar Fair at Arki and Shoolni Fair at Solan. They were awarded cash prizes by the district authorities.
- International Yoga Day was celebrated in the college. All the students and staff (teaching & non-teaching) members participated in the event. During the 7 day NSS camp the students begin their day with yoga and they practice it for one hour daily in the yoga costumes.

Facilities for gymnasium:-

- In 2017-18 the following gym equipment were purchased:

A gymnasium was renovated in the college on 30-06-2017. An amount of Rs 2, 99,319 was received from RUSA grant and it was spent in purchasing a Treadmill T-780, Squat Rack, Rubber Mat, Vibrato comm., Cable Cross Machine, Battling Rope, Kettlebell, Swiss Ball, Power Band, Thera Band, Bench Press, Adidas TRX, Adjustable Bench, Olympic Rod, Weight Plates, Triceps Rope, M Ball, Foam Roller, Wt-Lifting Belt, Yoga Mats, Medicine Ball and AB Roller Vibrate machine etc.

- College has purchased cross foot trainer worth Rs 1, 50,000 in 2018 and crumbing machine worth Rs 3,80,000 for the gymnasium.

| File Description | Document |
|---------------------------------|-------------------------------|
| Any additional information | View Document |
| Link for Additional Information | View Document |

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

Response: 9.09

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 1

| File Description | Document |
|--|-------------------------------|
| Number of classrooms and seminar halls with ICT enabled facilities | View Document |
| Link for additional information which is optional | View Document |

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

Response: 58.43

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 105.01 | 54 | 63.21 | 0 |

| File Description | Document |
|---|-------------------------------|
| Details of budget allocation, excluding salary during the last five years | View Document |
| Audited utilization statements | View Document |
| Any additional information | View Document |

4.2 Library as a Learning Resource

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

Response:

Govt. Degree College Arki has a well equipped library for the benefit of the students and staff members. Library has two reading rooms, and one office for the Librarian. Keeping in view the need of modern educational system one e-resource center equipped with 14 computers with broadband facility is also available. Library users can access e-resources on these computers. The library has 6,600 books on different subjects to cater to the need of its users. To nurture the interest among students for current affairs and general knowledge the library has subscribed to 10 English and Hindi newspapers, 16 magazines and 9 journals. The library also offers online access to e-journals and e-books through INFLIBNET under N-LIST program in which access to 31,35,000+ebooks and 9000+ejournals is provided. For its easy accessibility, library has its own webpage 'librarygdcarkihp.webs.com'. in which weblinks for N-LIST as well as open access resources are given. Library has SOUL (ILMS) software for easy management of its resources. Books are being catalogued in this software and these can be searched by author, title and subject keyword. Efforts are being taken to fully computerize the library in due course.

- Name of ILMS software **SOUL**
- Nature of automation (fully or partially) **Partially**
- Version **2.0.0.12**
- Year of Automation **2012-13**

| File Description | Document |
|---------------------------------|-------------------------------|
| Any additional information | View Document |
| Link for Additional Information | View Document |

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

Response:

The college library does not possess any hard copies of books of rare nature, manuscripts and special reports, but it has sufficient number of knowledge resources such as Encyclopedias, Dictionaries, nine journals, sixteen magazines, ten national newspapers, competitive and general knowledge books available to the students and teachers alike. The college library has downloaded various rare books from Rare Book Society of India (RBSI). The library is well stocked with books on competitive and entrance examinations like CAT, MAT, B.Ed, Banking, HPPSC and UPSC. The students use these books to prepare for competitive exams. Library has separate shelving arrangement for Books on Himachal Pradesh. The autobiographies and biographies of inspirational personalities are available in the library which includes scientists, saints and leaders. A great deal of knowledge is being disseminated by these resources to our students.

| File Description | Document |
|---------------------------------|-------------------------------|
| Any additional information | View Document |
| Link for Additional Information | View Document |

4.2.3 Does the institution have the following:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

| File Description | Document |
|--|-------------------------------|
| Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc | View Document |
| Any additional information | View Document |

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 1.47

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 1.97 | 0.44 | 4.31 | 0.46 | 0.19 |

| File Description | Document |
|---|-------------------------------|
| Details of annual expenditure for purchase of books and journals during the last five years | View Document |
| Audited statements of accounts | View Document |
| Any additional information | View Document |

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

4.2.6 Percentage per day usage of library by teachers and students

Response: 7.4

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 95

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

IT Infrastructure

Institution frequently updates its IT facilities including Wi-Fi. The college has a well developed system for providing IT facilities to the users. Some of the facilities are as under:

1. Government Degree College Arki has 02 LCD, 07multimedia projectors and 08 multifunctional printers,05 dot matrix printers, 04 laser printers, 01 visualizer and 03 overhead projectors for transparencies.
2. The computers of all the departments have software installed in them and the Hardware is also maintained from time to time.
3. The college website is monitored and updated from time to time by the website monitoring cell of the college.
4. The computers and printers of Administrative block and Computer Lab are connected via LAN.

5. The whole campus of the college has Wi-Fi facility with a speed of 10 mbps.
6. Computer system with configuration- HCL, ACER, HP are available.
7. Licensed software available are WINDOWS 7,8,10.
8. Dedicated computing facility provides the computers of the college with printers and scanners.
9. Most of the computers have internet facility via LAN and Wi-Fi.
10. The institute has software installed in Computer Lab Asp.Net, VISUAL BASIC STUDIO 10, TURBO C++ and Library SOUL 2.0.
11. The institute has 3 smart classrooms for better teaching & learning process.
12. The College has multimedia projectors for presentations.
13. Most of the departments have computers, most of which have Internet facility via Wi-Fi and LAN for preparation of power point presentation as teaching-learning materials.
14. At Government Degree College Arki, the teachers use Internet for providing notes to the students wherever required and necessary.
15. The IT Lab was renovated with new flooring, white wash and UPS of 6 KVA with sixteen batteries was installed.

4.3.2 Student - Computer ratio

Response: 37.09

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

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

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

Response: No

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

4.4 Maintenance of Campus Infrastructure

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

Response: 7.12

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| .19 | 0 | 1.757 | .928 | 0.86 |

| File Description | Document |
|--|-------------------------------|
| Details about assigned budget and expenditure on physical facilities and academic facilities | View Document |
| Any additional information | View Document |

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college is a government institution and follows the rules and regulations of H.P. Government. There is no separate procedure of the maintenance and utilisation of physical, academic and sports facilities at college level. However, for maintenance and development of the college, the Principal has made internal mechanism within the frame work to ensure the smooth functioning of the college. The college follows the stipulated government norms and procedures for the utilisation of funds.

| Date | Amount Paid | Nature of Items | | |
|------------|-------------|---|--|--|
| 10-05-2013 | 13706 | Rubble was removed from the boys toilet | | |
| 24-08-2013 | 9000 | Bushes removed ,rubble removed | | |
| 31-08-2013 | 1910 | Tin lids for Water tank | | |
| 11-09-2013 | 2380 | 2 Water Filter | | |
| 31-09-2013 | 1924 | Electrical material | | |
| 17-09-2013 | 2253 | Maintenance of hostel Grill (Material in hostel) | | |
| 17-09-2013 | 875 | Steel material for grill (Material in hostel) | | |
| 17-09-2013 | 300 | MS Wheel In Gate | | |
| | | (Material in hostel) | | |
| 17-09-2013 | 7872 | Belding work (Material in hostel) | | |
| 23-03-2013 | 1500 | Sensor in aqua guard | | |
| 08-03-2013 | 15000 | Repair of hostel and college | | |
| 09-05-2014 | 15000 | Window Glass (Electrical) | | |

| | | | | |
|------------|---------|-----------------------------------|-----------------|--|
| 27-09-2014 | 35835 | Electrical Items (wiring, Repair) | | |
| 21-10-2014 | 10667 | Material (White Wash) | | |
| 19-11-2014 | 20751 | White Wash, Repair | | |
| March,2016 | 1130471 | Brought fire extinguisher | | |
| Dec,2018 | 19087 | Fire Extinguisher Refill | | |
| 08-02-16 | 262500 | PWD (White Wash) | PWD (White Wa | |
| 08-02-16 | 262500 | PWD (Special Repair) | PWD (Special Re | |

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 0.29

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 18 | 0 | 0 | 0 | 0 |

| File Description | Document |
|--|-------------------------------|
| Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years | View Document |

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

Response: 0.13

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 08 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Number of students benefited by scholarships and freeships besides government schemes in last 5 years | View Document |
| Any additional information | View Document |

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations

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

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: D. Any 4 of the above

| File Description | Document |
|---|-------------------------------|
| Details of capability enhancement and development schemes | View Document |
| Link to Institutional website | View Document |

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

Response: 11.8

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 211 | 81 | 112 | 148 | 110 |

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

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

Response: 0**5.1.5.1 Number of students attending VET year-wise during the last five years**

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

File Description**Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response: Yes****File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response: 0.11****5.2.1.1 Number of outgoing students placed year-wise during the last five years**

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 1 | 0 | 0 | 0 | 0 |

File Description**Document**

Details of student placement during the last five years

[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)**Response:** 48.57**5.2.2.1 Number of outgoing students progressing to higher education****Response:** 85

| File Description | Document |
|--|-------------------------------|
| Details of student progression to higher education | View Document |
| Any additional information | View Document |

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**Response:** 22**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years**

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 3 | 1 | 0 | 0 | 0 |

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 5 | 2 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting data for the same | View Document |
| Number of students qualifying in state/ national/ international level examinations during the last five years | View Document |
| Any additional information | View Document |

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.**Response: 5**

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 4 | 1 | 0 | 0 | 0 |

| File Description | Document |
|--|-------------------------------|
| Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years | View Document |
| e-copies of award letters and certificates | View Document |

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

The college has an active student council CSCA (College Students Central Association). The **CSCA Body** is constituted every year through the process of nomination as per the guidelines of Himachal Pradesh University to ensure students' participation in the administration of the College. The students with the highest marks in the previous qualifying examination, outstanding sports persons, NSS group leaders and Rovers and Rangers leaders are usually appointed as the office-bearers of this body which comprises of:

1. President
2. Vice President
3. Secretary
4. Joint Secretary

All others students are the members.

Following are the functions of the CSCA body:

- It works independently but under the guidance of the college advisory and the students committee.
- The CSCA body takes care of the demands and grievances of the students.
- It takes care of the general problems of the students and the CSCA advisory council tries to solve the problems.
- The CSCA is useful in contributing in running the college and in establishing harmonious atmosphere inside the institution.
- Various activities of the college related to sports, cultural and other functions are conducted in collaboration with the CSCA body.
- The students have their representation in the Editorial board, Sciences Society, Commerce Society in addition with NSS, Rover & Ranger, Red Ribbon Club, Electoral Literacy club and Eco-club.
- It also aims at ensuring the maintenance of proper academic atmosphere and orderliness amongst the students.
- It also promotes corporate, social and cultural life of the students and aids the students in performing various duties and responsibilities.
- CSCA President is member of Advisory body, IQAC, building fund and college development committee.

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

Response: 0

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

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

5.4 Alumni Engagement

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

Response:

The Executive Council of Alumni Association was formulated on 27-07-2012 under the chairmanship of Dr. Saroj Chauhan Jaswal. Since then it is growing with 102 number of alumni registered in it. The institute has granted membership to the old students in various administrative bodies such as IQAC

committee of the college. The election of Old Student Association is held from time to time. In the latest on 16th March, 2019 the executive council of old students association was reformulated under the chairmanship of Ms. Rita Sharma, Principal of this college. Mr. Deepak Gupta was elected as the president of the association. Alumni have consistently given back to the institute and the alumni meets are hosted by the college generously. The alumni from different branches of under graduate share their experiences, knowledge & insights and give suggestions for the betterment of the existing teaching and infra-structural facilities. The funds collected under this head are planned to utilize to support area of greatest need. Alumni fund is planned to be used to support Student Emergency Fund, Student benevolent fund and to support scholarships and awards. The alumni also show the students on how to join work field after finishing their studies. Alumni visit the college and have healthy discussion with the students and by knowing the problems of the students they discuss it with college administration. They give suggestions to meet the needs of the students. OSA President is a member of Career Counselling and Placement Cell, Building and College Development Committee and Board of Governors under RUSA. With alumni support institution became bigger stronger and more successful. In every function organized by the college Alumni are the key part. Alumni are fund raising prospects. By engaging alumni, our institution continues to benefit from their skill & experience. Alumni are great role models for current students and are often well placed to offer practical support to students as they start their careers. Alumni are national and international ambassadors as they take their knowledge of institution to their home towns & countries and into their professional & social network. It has been decided to celebrate the silver jubilee with exuberance and special involvement of alumni on 15th July, 2019.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

| File Description | Document |
|---------------------------------------|-------------------------------|
| Alumni association audited statements | View Document |

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

Response: 2

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 2 |

| File Description | Document |
|--|-------------------------------|
| Number of Alumni Association / Chapters meetings conducted during the last five years. | View Document |
| Any additional information | View Document |

NAAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The vision statement of an institution is reflective of the efforts it solemnly pledges to undertake in order to achieve a collective aim for the betterment of students and the society. The Vision statement of the institution states, "To be a key factor for the economic and social transformation of the people of Arki region". Similarly, the mission of the institution is an embodiment of its vision which explicitly states, "To provide multi-dimensional holistic education to the students for the enlargement of intellectual and human dimensions". Therefore, the main focus of our institution remains on producing young adults with an all-round personality and most importantly an analytical bent of mind, so that they are not only an asset to the society but also add to the advantage of India's demographic dividend. The undergraduate and add-on-courses offered by the college in addition to the cultural and co-curricular activities play a pivotal role in laying a strong foundation for the future.

In order to achieve this noble and ambitious aim, an effective leadership at the top for effective governance is indispensable. The college Principal is at the zenith of the administrative ladder and is actively assisted by the teaching and non-teaching staff. In order to achieve the optimum utilization of the manpower and other resources available at the disposal of the college, the administration has delegated various responsibilities to the teaching and non-teaching staff in the form of Committees headed by a senior faculty member. Periodic meetings are held with the Conveners of various committees and in frequent intervals, meetings with the entire committee is held in the office of the Principal.

The Annual Academic Calendar is prepared in advance and circulated among the staff and students through the prospectus and the notice board. This schedule is meticulously followed to strike a balance between the academic teaching days and allocating days for examinations, cultural and co-curricular activities. Individual and Departmental workload is sought so that the teaching and other assignments are evenly distributed among the faculty members as per their expertise and availability.

In order to make the staff and students aware about the noble ideals the college cherishes to pursue, a Principal's address is scheduled in the beginning of every academic year and the students are acquainted with the overall structure of their curriculum alongwith the requirements of credits, course categories, CCA (Continuous Comprehensive Assessment) components, ESE (End semester Examination) et cetera. In order to rope in other stakeholders, parents too are involved in the decision making through forums such as Parent-Teachers' Association (PTA) and the Old Students' Association (OSA). The Career Guidance and Placement cell of the college invites external experts to provide the additional, practical and industry-oriented guidance to the students. To nurture the untapped energy of the youth and to prevent them from going astray, the college provides ample platforms to the students like a state-of-the-art-gymnasium, wi-fi etc.

| File Description | Document |
|---------------------------------|-------------------------------|
| Link for Additional Information | View Document |

6.1.2 The institution practices decentralization and participative management

Response:

Govt Degree College Arki encourages a culture of participative management by involving staff members in a number of administrative roles. The institution is headed by the Principal of the college. The Principal conducts meetings with the Staff Council, Conveners of various Academic Committees, RUSA Coordinator, NSS Program officer and PTA body members among others. Discussions are held and decisions taken after comprehensive consultations. The administrative staff members are also entrusted with various responsibilities. The college constitutes different committees which play an important role in the planning and implementation of activities in different spheres such as academics, sports, cultural, co-curricular, Career Counseling et cetera. The personal interaction of the Principal with various stakeholders: the faculty, the non-teaching staff, the students, the guardians helps in the smooth running of the institution. The CSCA of the college is also involved in planning and execution of various plans of the college.

The policies and plans are implemented through the constitution of various committees. The Advisory Committee consisting of the senior and experienced faculty members advises the Principal on various important issues from time to time. Many a time, the Principal convenes the meetings of Conveners of various committees to obtain feedback. Necessary directions are issued to implement various policy decisions and programs. It is pertinent to write here that there are various important academic and non academic committees such as UGC Committee, IQAC, Career Guidance and Counselling Cell, Time Table Committee, House Examination Committee, Discipline Committee, Purchase Committee, Campus Beautification Committee, Prospectus Committee, Scholarship Committee, Sports Committee, Anti Ragging Cell, Disaster Management Committee et cetera which assist the administration in order to accomplish the given task in a time bound manner. Each committee is headed by a Convener and works as a team for the respective tasks assigned to them. The administrative staff of the college also assists the Principal in routine tasks of the college. The students and teachers have full intellectual freedom to share their ideas and thoughts for the welfare and growth of the institution.

The Principal of the college provides leadership and motivates everyone in the college. Several motivational and interactive sessions, workshops and seminars are held to broaden the mental horizons of the faculty for decentralization and participation in planning and management.

Each department in the college is given full intellectual freedom and autonomy in effective functioning. They are given enough space to grow and show better results. Powers are also delegated to the departments for effective administration. The departments have freedom to organize various academic and extension activities such as educational tours, field visits, lectures by external experts and community service among others. Also, the departments are given the freedom to submit lists for the purchase of best books and equipments as per the requirements in the syllabus. At the same time, the time table is also framed in consultation with the heads of the departments. The conveners and in-charges of various committees have complete freedom to plan their work and execute the same accordingly.

6.2 Strategy Development and Deployment

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

Response:

The strategy development and deployment of our college is as per the prescribed guidelines of Himachal Pradesh government, the affiliating university - H.P. University and the Department of Higher Education, H.P. besides other regulatory bodies such as UGC, RUSA, MHRD etc. The college formulates its plans in accordance with the directions issued and letters received from above cited bodies. Therefore all the activities, i.e., academic, sports, cultural, co-curricular and extra-curricular are carried out according to the notification and guidelines issued.

The college plans the implementation of all its activities for the entire academic calendar which is published in the Prospectus of the college every year. The related information is also provided on the college website regarding the course of action to be adopted for the future. The Principal of the college orders the implementation of the activities through properly marked letters, circulated and handed over to committees concerned. Govt. College Arki has a formally stated perspective plan which is based upon the vision and mission of the college and is the guiding force that helps departments to plan their activities accordingly. All these activities are carried out as per the instructions of the Principal. The convenors and in-charges of various committees and clubs, with the help of others members of the committee perform the tasks assigned to them. The performance is reviewed by the Principal from time to time by holding meetings and taking the feedback from the students and other stakeholders. The IQAC plays a very important role and prepares perspective plans and policies based on the activities proposed by various departments for the calendar year.

The perspective plan of the college is prepared in accordance with the changing needs of the syllabi and the students. Some of the plans formulated and implemented by the college are as follows:

1. Encouraging the teachers to increase their participation in research-oriented activities and organizing students' seminars, quiz contests, excursions/educational tours.
2. Renovation and maintenance of the existing infrastructure for better management of academic and office-related works.
3. Strategy formulation towards construction of new Infrastructure for better facility to students.
4. Strengthening students' support activities, particularly the Grievance Redressal and Career Counseling Cell, and implementing more outreach programs.
5. To provide all departments with facilities for digital/smart classrooms.
6. To encourage the faculty to apply for Institutions of National importance for training and helping them to seek funding from various Govt. and other agencies.
7. To reorient our teaching-learning-assessment process to program-outcome based education approach.

viii, To establish Industry-Institution linkage especially for the B.Com and BCA courses of the college so that Industrial visits could be arranged for the students to obtain first-hand experience.

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

Response:

The organizational structure of the institution facilitates and helps in efficient functioning of the college. The Department of Higher education headed by the Secretary (Education) and the Directorate of Higher Education are the apex bodies wherefrom policies, programmes and directions pertaining to college education are issued for the implementation by the college. The decision making process of the college is transparent and fair. Decisions are taken as per the guidelines of the government, the needs of the students and other stakeholders. The decisions pertaining to different departments are taken in consultation with their respective Heads. The matters relating to the library are discussed with the Librarian and other members of the library committee and decisions taken accordingly.

The administrative and financial decisions are taken in consultation with the purchase committee, the Bursar and the administrative staff. The college Advisory Committee and the CSCA Advisory Committee plays a pivotal role in matters related to the welfare of the students. The RUSA cell of the college is constituted to make decisions regarding effective implementation of newly introduced CBCS and utilization of RUSA Grant. Above all, the Advisory Committee of the college consisting of senior faculty members is the main decision making body in matters such as infrastructure development and other matters related to the college development. Moreover, the IQAC of the college always plays an important role in the decision making process.

The Principal conducts the staff council meetings in which discussions are held with an open mind and in a democratic way. The college constitutes different committees which play an important role in the planning and implementation of activities in different spheres of institutional functioning. All the issues related to the welfare of the stakeholders, the academic and non-academic matters are discussed and plans are made accordingly. The CSCA of the college is also involved in the planning and execution of various plans for the college. These policies and plans are implemented through constitution of various committees. The advisory committee consisting of the senior and experienced faculty members advises the Principal on various important issues from time to time. Many a time, the Principal convenes the meetings of conveners of various committees to obtain feedback and directions are issued to implement various works and programmes accordingly.

The service matters of teaching and non-teaching staff such as service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism is defined as per the rules of CCS, Govt. of H.P. and regulations of UGC. The staff in the college is also appointed by HEIS - a management committee under which Self-finance Courses are being run. Recruitment and terms and conditions of the staff appointed by this committee is as per the decisions of the said committee.

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

| File Description | Document |
|---|-------------------------------|
| ERP Document | View Document |
| Details of implementation of e-governance in areas of operation Planning and Development,Administration etc | View Document |
| Any additional information | View Document |

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

Response:

The various activities and plans in the institution are formulated as per the guidelines of the Department of Higher Education, the directions from the affiliating university and also in accordance with vision and mission of the institution and also based upon the feedback and suggestions recorded in the minute registers of meetings with stakeholders like students of the college, CSCA, Old Students Association (OSA), teachers and members of Parent Teachers Association (PTA) and the Higher Education Institute Society (HEIS). Efforts are always made to effectively implement and execute all the plans and decisions recorded in the minute registers of the meetings held in the college keeping in view the welfare of the students and the overall growth of the institution.

The management of the institution holds meeting with all the stakeholders as and when required. CSCA is always involved in the process of planning, decision making and implementation. The PTA body consisting of parents and the teachers of the college is formulated every year which plays an important role in the decision making process of the college related to different matters of the college. The meetings form an important platform in which teachers also provide necessary feedback to parents about how their wards are performing in studies and other co-curricular activities. Besides this, the suggestions of parents for the welfare of the students are also invited. Similarly, the University, the State Govt., OSA, PTA and other stakeholders also provides necessary support to the institution from time to time. The administration values

the opinion of the public and makes specific efforts to reach out to public and interact with them whenever and wherever possible. Press meetings are also organized to make public any significant achievement made by the institution. The college also makes available important information on the notice boards.

Policies and plans are made according to the needs of the institution and valuable inputs which are given by various stakeholders. CSCA, Parent-Teachers' Association, teachers, Office Staff and Alumni Association are always involved in the planning and decision making process. Feedback, valuable inputs, reports of various committees or suggestions of advisory committee and stakeholders are thoroughly discussed, analyzed and recorded in the meetings with stakeholders and the staff council. Thus, policies and plans are made and executed accordingly. Stakeholders extend full support to the college in this endeavour.

Various bodies and committees that exist in the college make it a point that the academic calendar gets implemented in a time bound manner. The decisions so taken in various meetings are documented in a proper manner and effective steps are taken to implement the decisions in to reality at the ground level.

6.3 Faculty Empowerment Strategies

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

Response:

As per the norms of Govt. of H.P., following facilities are available to all permanent teaching and non-teaching staff:

- i) Professional development is an important aspect of any profession. Teachers of the institution are continuously encouraged to attend Refresher courses, workshops, orientation programmes, Seminars and Conferences organized by different Universities and Institutions
- ii) Teachers are also motivated to apply for major research projects from UGC and other funding agencies as well as for carrying out minor research projects especially focusing on local issues and problems.
- iii) Freshly recruited teachers undergo Induction training programmes at State Council for Education Research and Training (SCERT) Solan.
- iv) The institution itself also conducts interactive sessions, meetings, seminars to enhance the professional development of teaching and non teaching staff of the college. ICT training is also provided to the staff.
- v) Non-teaching staff also attends different training programmes conducted by the govt. agencies from time to time.
- vi) Staff is actively involved in policy making, decision making as well as in execution.
- viii) Teaching and non-teaching staff members are entrusted with diverse types of assignments of the college which help in their professional development.

viii) Several personality development oriented programmes are also organized in the college for the benefit of the staff.

ix) Staff members are provided ample opportunities for their development and growth by organizing various functions and activities.

x) Leave to teaching and non-teaching staff are given as per the guidelines of the Govt. of H.P.

xii) Faculty appointments prior to 2004 are eligible for pension benefits on retirement. Faculty after 2004 are covered under New Pension Scheme. GPF, Gratuity and Leave encashment are availed by retiring faculty as per Government norms.

xiii) Medical Reimbursement, medical allowance to teaching and non-teaching staff is paid as per the provisions approved by Govt. of H.P.

xiv) The welfare measures and benefits pertaining to the staff members, both teaching and non-teaching, working under HEIS are as per the decisions of the said body. HEIS tries to provide and ensure best possible welfare of the staff governed by this society out of the fund collected from the students only.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|--|-------------------------------|
| Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years | View Document |

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.2

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 0 | 1 | 0 | 0 | 0 |

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

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

Response: 18.72

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

| | | | | |
|---------|---------|---------|---------|---------|
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 8 | 5 | 1 | 2 | 5 |

| File Description | Document |
|--|-------------------------------|
| Details of teachers attending professional development programs during the last five years | View Document |
| Any additional information | View Document |

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

Response:

i) Performance Appraisal of the teachers of the college is on the basis of API based PBAS of UGC Regulations 2009. Various indicators like teaching, evaluation, results, co-curricular activities, extension, professional development, research and academic contribution etc. are taken into consideration in respect of the performance appraisal of the teaching staff. Each of the indicators has specific scores and overall judgment is based on the scores achieved and the same is then verified by the Principal. Apart from this feedback of performance, work and conduct certificate is issued by the Principal after proper appraisal.

ii) The performance appraisal of non teaching staff is also done through ACRs based on their performance

on various parametres indicated in the ACR form.

iii) The APIs/ACRs are submitted to the higher authorities with the remarks of the Principal. On the basis of evaluation of APIs/ ACRs by Departmental Promotional Committee, the higher scales and promotions are awarded to the various stakeholders under Career Advancement Scheme.

iv) The decisions regarding career advancements are conveyed through notifications issued by the government from time to time.

v) After reviewing the self appraisal and the performance, the stakeholders are accordingly guided for improvement.

The college works continuously for the betterment of students and teachers and regularly takes up various issues concerning their welfare.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

i) The college has constituted committees such as Advisory Committee and Purchase Committee for the efficient use of available financial resources to make purchases and monitoring the financial matters. The college office has skilled and efficient staff with adequate expertise for doing the routine financial work.

ii) The bursar of the college looks after the financial matters and provides necessary guidance while making purchases and financial transactions.

iii) The effective and efficient use of available financial resources of the college is ensured through a proper system adopted by the college. First of all, for any expenditure to be made a proper demand in writing is made by the concerned department with full details of requirement of the apparatus, equipment, maintenance, infrastructure etc. to the Principal. The Principal after scrutinizing the application, grants permission and sanction to the department/official concerned for purchase after fulfilling the codal formalities as per the rules of purchase of the Govt. of H.P. A meeting of purchase committee is held on the receipt of the quotation/tender. All the official formalities are completed and done viz. preparation of comparative statement/supply order/voucher/stock entry/and issue of cheques to the concerned parties/suppliers and thus the record is maintained.

iv) The purchase committee of the college invites quotations and after scrutiny and comparing rates the supply order is placed to the firm which has lowest quoted rates.

v) Purchases are also made from other agencies having rate contracts with the government or through GEM(Government e-marketing)

vi) For making such purchases institution strictly adheres to financial rules and regulations of the government.

vii) Funds generated through Self-Financing Courses and PTA are used under the regulations framed by the college as per the Govt. guidelines.

viii) Review meeting with staff council and various departments are also held to monitor the efficient use of financial resources.

ix) The college has healthy practice of settlement of funds within a stipulated period of time.

ix) Transparency and Financial integrity is maintained at every level in the college

Internal audit

The purchase committee, Internal Audit Committee/Stock Verification Committee and the Bursar of the college keeps a check on each and every payment of bills from the funds of different heads of the college.

External audit

The external audit of government funds is done by A.G.H.P., the Local Audit committee/office of the Accountant General of Himachal Pradesh. The audit of HEIs funds and the funds of Self-financed Courses is done through a registered Chartered Accountant.

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

Response: 8.91

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0.75048 | 2.25379 | 3.12123 | 0.86737 | 1.91754 |

File Description

Document

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

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

Response:

The college is a government institution which functions according to the various rules and regulations of the Govt. of H.P. and the H.P. University. The college follows the strategies for mobilization of funds and

optimal utilization of resources as directed by Govt. of H.P. The major fund providing agencies are UGC, H.P. University, H.P. Govt., RUSA grants, Self-Financing Courses(HEIS) and different student funds. After receiving the grant it goes through various processes involving the Principal who is the Distributing & Disbursing Officer, the Bursar, the Purchase Committee and the college Office before it is finally disbursed to the concerned person or the respective department(s). The funds received are properly utilized to create better infrastructural facilities for enhancing the academic environment.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

To co-ordinate and integrate various activities, and also to institutionalize many good practices, the Internal Quality Assurance Cell (IQAC) has been established in the college. The IQAC unit of the college is actively and effectively functioning with a thrust on academic, co-curricular and administrative excellence. The main task of IQAC is quality assurance, planning and monitoring the projects/decisions undertaken. Since quality management is a continuous process, the IQAC has been made an integral part of the institution for quality improvement and nourishment. The main function of IQAC is to develop a cognizant, reliable, coherent system and work for improvement in the college activities. The IQAC Cell has submitted its AQAR for the last relevant previous year to the NAAC.

IQAC has been taking initiatives towards attaining the desired goals and objectives, focusing and working mainly on the recommendations given by the NAAC during previous accreditation. The IQAC has made significant and meaningful contribution in formulating and implementing the strategies for quality improvement in the college by conducting an inter-college Declamation contest on the National Democratic setup, an awareness program by the Election Commission of India in collaboration with the Electoral Club of the College and the sub-division election office Arki. The academic quality of the institution is maintained by improving and regulating the teaching and learning processes. The administrative quality is maintained by the effective planning and implementation carried out through various committees.

The academic quality of the institution is maintained and evaluated on the basis of the curricular aspect, especially the performance of the students in their examination, tests, assignments and their regularity in the class rooms. The administrative system also looks after the quality education and administration in the institution. The different committees set up by the institution are always aware of the administrative needs. The Advisory Committee and other important committees are constituted for the purpose and are well equipped for quality assurance.

Quality assurance in the college is a dynamic process and we are moving towards documentation of strategies and processes as per new guidelines for IQAC.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

Strategies of IQAC of the College:

- i, Ensuring timely completion of academic, administrative and academic tasks.
- ii, Provision of adequate infrastructural facilities.
- iii, Improving teaching-learning environment by providing modern teaching aids and better academic atmosphere.
- iv, Providing motivation to teachers and students for utilizing their full potential.
- v, Encouraging students to take part in co-curricular and extra-curricular activities.
- vi, Guiding students to choose better career options and providing necessary help.
- vii, Taking feedback from the students and making improvements accordingly.

At Govt. Degree College Arki, the teaching-learning process, structures and methodologies of operations and learning outcomes are evaluated regularly according to the norms of IQAC. The IQAC plays an important role to enhance the level of clarity and focus in the functioning of the institution towards quality enhancement and facilitates improvement of quality culture. Some of the initiatives to enhance the qualitative aspects of the college by IQAC are as under:

1. Sanitary Napkin Vending Machines with incinerator installed in the college for girl students..
2. 1 water dispenser, 3 Aqua guards and 1 water cooler purchased.
3. The entire College has been brought under CCTV surveillance with 30 cameras of high resolution .
4. Three computers and 4 Printers are purchased for the library in-house operation.
5. Fast printing cum digital Duplicator machines have been purchased. UPS OF 6KVA along with 16 batteries has been purchased for the IT Lab. 6 Park Benches have been purchased to facilitate students.
6. The Principal Office and Staff Room have been renovated with PVC Wall panelling and furniture. 50 steel chairs of leather cushion, 5 executive chairs for conference room 5 chairs for office purpose have been purchased.
7. The IT Lab was renovated with new flooring, repair and maintenance of furniture and acoustics aluminum partition was done in the Lab. Podium and digital teaching system has been installed in the newly constructed multipurpose hall. The library has also been renovated with 32 steel chairs, 8 library tables and one magazine display board.
8. New furniture has been purchased for the newly constructed Seminar multipurpose computer Lab and Conference room. Two chrome plated benches have also been installed in the waiting room to facilitate the

visitors. The Chemistry Lab has been renovated with steel stands and cup boards.

The students in the college have been immensely benefitted by the IQAC. The students of this college have made it to the merit list of HPU year after year. Some of them have been selected in various public services. As far as co-curricular activities are concerned, our students have secured top positions in the inter-university sporting events, group-I, Group-II, Group-III and group-IV events which include declamation, plays, skit, mime and folk dance competitions. Few of our students have also participated in National sporting events.

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

Response: 2.4

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 3 | 3 | 3 | 3 | 0 |

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

6.5.4 Quality assurance initiatives of the institution include:

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

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

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

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

Response:

Govt. College Arki has made incremental improvements in all areas post accreditation of first cycle in 2011. Regular feedbacks are taken from the students and shared with teachers to improve the teaching learning experience. Feedback from students, parents and alumni is collected on various aspects like curriculum and infrastructure. In order to gather the academic feedback from all the stakeholders, the teachers are advised by the Principal of the college for better learning outputs and improvements in teaching methodology. As an outcome of the Students' feedback regarding infrastructure, mapping of college facilities has been done and classrooms, common rooms for girls, washrooms have been renovated. The provisions for wireless connectivity (Wi-Fi), more books in the library are some of the important initiatives. Most of the academic departments have been provided with personal computers and printers to enhance their efficiency. Computer systems have also been provided in the computer labs to give a boost to ICT in the college. Following are some other improvements made during the last few years:

i Implementation of RUSA CBCS in the academic session 2013-14 at the undergraduate level and switched over to UGC CBCS in 2016-2017.

ii Provision of skill enhancement courses and availability of sufficient number of elective subjects to the students .

iii Some faculty members participated and contributed in the development of curriculum when H.P.University undertook the revision of curriculum.

iv Admission process has been made more transparent through central counseling under RUSA CBCS on merit basis as per the Govt. reservation norms.

v Teachers have been encouraged to participate in workshops, seminars, conferences, orientation and refresher courses.

vi As per the suggestion of NAAC peer Team of first cycle in 2011, ICT is being used fairly to strengthen the classroom teaching.

vii The library has been upgraded with SOUL-2.0 software and more reference books, text books, journals and news papers have been added.

viii Most of the positions against the sanctioned posts are filled in the college.

ix Examination system is now hassle free and transparent due to online filling of forms, download of

admit cards and result card with the use of H.P. university e-shiksha pariksha utility.

xi College has received RUSA Infrastructure Grant in installments amounting to Rs 2 crore in last five years including the current assessment year.

xii Collage has organised a National seminar on " Issues of E-Waste management'.

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response: 3

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 1 | 0 | 0 | 0 | 2 |

| File Description | Document |
|---|-------------------------------|
| Report of the event | View Document |
| List of gender equity promotion programs organized by the institution | View Document |
| Any additional information | View Document |

7.1.2

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

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

Response:

The Grievance Redressal Cell of the college address matters of concern arising from time to time. The Staff Advisory Committee provides trusted interface between the Student Council and the staff. The Committee assists the students as per NAAC guidelines. Women Cell of the College organizes several activities for sensitizing both staff and students related to the problems of the girl students.

Gender Issues

- During induction ceremony new admitted girl students are sensitised regarding gender issues.
- The Women Cell is an active students' forum, conducting several activities such as discussions, awareness campaigns, surveys, poster exhibitions and cultural activities.
- Kavita Verma student of BA IVth semester has been nominated as Gender champion.
- The women cell introduces students to the very concept of women's cell. They are made aware of the spirit of this cell pertaining to gender discrimination & social equality.

- Women Cell organizes seminars and events for students on Legal rights of women & Workshop on 'Gender Sensitization'.
- Programmes are organized by the Women Cell of the college on personal hygiene for girl students in collaboration with Red Ribbon Club & NSS unit.
- College students participated in various events such as 'Mehandi & Rangoli' organized by the Women Cell of the college. Prize winners were awarded.
- Debate & Essay writing competitions were conducted to create awareness of women rights for upholding women's dignity; in collaboration with the H.P. State Commission for women, Shimla.
- Aprajita function was celebrated with Amar Ujala on 4th April.

A one – day women awareness camp was attended by the members of the women cell regarding the awareness towards sexual harassment of women in the society. Students also participated in

7.1.3 Alternate Energy initiatives such as:

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

Response: 0

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

7.1.3.2 Total annual power requirement (in KWH)

Response: 30314

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

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 18.21

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

Response: 5520

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 30314

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

7.1.5 Waste Management steps including:

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

Response:**Solid waste management**

Hazardous wastes contaminate the environment in various ways. Even before such wastes are safely disposed off they pollute the air, water and soil and pose a constant danger to human life. There are different types of wastes generated in the College. Uncontrolled disposal of wastes on land can easily pollute the soil and groundwater. Therefore the careful management of hazardous wastes is one of the most important concerns of the modern times.

Biological and solid waste from various parts of the college are made harmless through collecting in a dumping site and then disposed.

- Incinerator has been installed for girls students.
- Plastic waste is collected in the dumping yard and disposed separately.
- Separate dustbins for bio-degradable and non-degradable waste are placed at regular intervals in the campus.
- Students provide support in innovating practices like vermin composting, herbal garden formation, eco-friendly campus, etc.

Liquid waste management

- The septic tanks are constructed in the college campus for liquid waste management.
- The liquid waste of the college is disposed of by proper drainage system which is connected to the sewerage with proper planning.

E-waste management

The Electronic waste (e-waste) is one of the fastest growing waste sources in the world. Technology sector has enhanced the usage of the electronic equipment rapidly. The periodic up-gradation of electronic products is forcing consumers to discard old products, which in turn adds to e-waste stream. Therefore, the need of the hour is to raise awareness of the society regarding the ill-effects of e-waste and its proper management and disposal. Informal processing of e-waste in developing countries can lead to adverse human health effects and environmental pollution. Electronic scrap components, such as CPUs, contain potentially harmful materials such as lead, cadmium, beryllium, etc.

The State Council for Science, Technology and Environment H.P., Shimla has established Eco-clubs in the colleges and is committed to the cause of conservation and protection of Environment. Government Degree College Arki took an initiative for conducting an awareness campaign on E-waste management and a **National Seminar** was held here on “**Issues of E-waste Management**” on 17th December 2016. The scholarly papers and presentations of the researchers were very informative as well as provided with innovative solutions to manage e-waste.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

Water management

To ensure the judicious use and conservation of water on campus a committee comprising of the Principal, Staff and the students constantly monitor the usage and storage of water, as well as the repair and replacement of the taps, water pipes and storage tanks. Students are sensitized to conserve this resource as far as possible.

File Description:

Rain water harvesting Proposal under consideration.

7.1.7 Green Practices

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

Response:

The College has consistently followed the policy of “Go Green”- a tree plantation campaign to add to the green cover not only of the campus but also of the vicinity.

- Government Degree College Arki is a prime example of an environmental friendly campus.
- The buildings are surrounded by trees such as amla(gooseberry), jamun(black berry), ashoka, rudraksha, neem, pomegranate and silver oak trees.
- Over the last 24 years since the inception of the College in 1994 every care has been taken to preserve, protect and take pride in this beautiful campus, through sustained environmental consciousness and action both by staff and students.
- The College has made a concerted effort to promote the “Green mindset” amongst students through activities such as tree plantation programme ‘Go Green’, awareness building through slogan writing, poster making competitions, etc.

- Side by side there is a focus on the burning issues of Renewable Energy, awareness activities on Global Warming and Climate Change.
- During the past five years in particular, the emphasis has been on appreciating and working towards the maintenance of a green campus.

The college Eco-club and NSS unit takes certain measures to preserve its bio-diversity and its eco-friendly environment. Various tree plantation and cleanliness drives takes place every year to preserve and maintain the healthy environment of the college.

Energy Conservation

The College has taken measures to ensure that the campus is eco-friendly.

1. Students, staff using

(a)Bicycles: Due to the hilly area the use of bicycles becomes uneasy, still some people living in plain areas use bicycles.

(b)Public Transport: Maximum students of the college and even staff members use public transport to commute to college or even otherwise. Majority of the teaching and non-teaching staff comes in pooling.

(c)Pedestrian friendly roads: Most of the students and few staff members are coming to college on foot as they are residing in the adjoining areas of the college. Hence the pedestrian roads are also properly maintained.

- Plastic-free campus: The college campus is plastic free. Everyone in the campus is encouraged to stop the use of plastic and if used, then it is disposed of suitably. At the same time students and staff are blended with the positive attitude towards the safety of environment and contribute to make campus plastic free.
- Paperless office: Efforts are being made to work paperless. Though paper have been used in the institution to a minimum level. The fees record of each student, studying in the college is maintained under 'Fees Management Software Package'. Most of applications like e-salary and e-money transfer are available for monitoring employees. Library is well equipped with e-learning material through N-LIST program of INFLIBNET and a computerized record of books is maintained.
- Green landscaping with trees and plants: Various tree plantation and cleanliness drives takes place every year to preserve and maintain the healthy environment of the college. In addition to this, time to time tree plantation is done by the students in the campus and off the campus.

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

Response:

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0.045 | 0.055 | 0 | 0 | 0 |

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

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

| File Description | Document |
|---|-------------------------------|
| Resources available in the institution for Divyangjan | View Document |

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

Response: 5

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 1 | 1 | 1 | 1 | 1 |

| File Description | Document |
|---|-------------------------------|
| Number of Specific initiatives to address locational advantages and disadvantages | View Document |

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 21

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 4 | 5 | 4 | 4 | 4 |

| File Description | Document |
|---------------------|-------------------------------|
| Report of the event | View Document |

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

7.1.13 Display of core values in the institution and on its website

Response: Yes

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

| File Description | Document |
|---|-------------------------------|
| Details of activities organized to increase consciousness about national identities and symbols | View Document |

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

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

Response: 26

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

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 4 | 6 | 6 | 5 | 5 |

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

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

Response:

Different activities in the college in the form of cultural activities are instrumental in channelizing the strength of the students and making them aware about the sacrifices of the freedom fighters and national leaders. The institution organizes all national festivals to inspire the students to consume a spirit of Nationalism and to acknowledge the contributions rendered by eminent persons of India.

National Integration Camp was organized at **Jamia Millia Islamia, New Delhi**. NSS volunteer **Meenakshi Kanwar , Neha Sharma , Harish & Saurabh Rana** along with **NSS Programme officer**

Dr. Sunil Chauhan. NSS volunteer **Neha Sharma** participated in **the Republic Day Camp** and also took part in the **Republic Day Parade** in Delhi and represented H.P. as a Contingent Commander

National festivals like Independence Day, Saheed Diwas, Gandhi Jayanti is celebrated in the college on their respective dates every year. Gandhi Jayanti is also celebrated as Swachhata Diwas. Flag hoisting on this day is a tradition of the college. At the end of every function National Anthem is sung by the students and staff.

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

Response:

Response: YES

- In the institute complete transparency is maintained in its financial, academics administrative and auxiliary functions.
- All the financial dealings of the institution are done after taking permission and sanction of the Principal and the college Bursar.
- The financial audit of all the departments in the college is conducted annually.
- A separate committee for the purchase is constituted in the college, containing several members from teaching and non-teaching staff.
- Mostly work in the office is done electronically. Fee structure and its division are well defined and mentioned in the college prospectus.
- Payments for invigilation duties and paper evaluation duties are made after necessary deduction.
- Staff meetings or meeting of the committees are conducted for taking important academics, administrative and auxiliary decisions.
- The minutes of all the meetings are properly recorded after every meeting and signatures of all members who attend the meeting are maintained in separate registers.
- All the committees of the college are well defined in prospectus and are reconstituted each year.
- All the letters /circulars related to university syllabus or activities are properly circulated among the staff members and are also displayed on the notice board for students.
- The college annual report is maintained every year and all the activities done in the college in terms of development i.e. internal or external are mentioned in the records.
- All the Tenders/Auctions are done on bid basis and open bid is called after following all the formalities. Most of the civil work is done through government agencies like HPPWD after getting administrative approval from DHE.
- Purchasing of any article is done purely as per the financial rules framed by the state government.
- Preference is given for online transactions thereby promoting digital India initiative.

7.2 Best Practices

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

Response:

Response:

Practice-1: The NSS unit of the institute gives outstanding performances in various fields every year.

Goal:

- The Motto of NSS "Not Me but You" reflects the essence of democratic living and upholds the need for self-less service.
- Aimed at developing student's personality through community service, NSS is a voluntary association of young people in the college.
- The idea is that students and teachers should devote time to voluntary manual work.
- It emphasizes the need for social and labor service by the students of the college.
- To develop among themselves a sense of social and civic responsibility.
- To utilize their knowledge in finding practical solutions to individual and community problems.
- It helps to acquire leadership qualities and democratic attitudes and develop capacity to meet emergencies and natural disasters.
- Encourages students to practice national integration and social harmony.

Achievements:

- "Water Conservation" has been the main theme of NSS special activities. The unit has physically cleaned and revived the local natural water resources (Bawris) in adopted villages and panchayats and also have sensitised the local people about importance of water conservation.
- 4 students participated in the **National Integration Camp** organized by the Ministry of Youth Affairs & Sports at **Jamia Millia Islamia, New Delhi**. NSS volunteer **Meenakshi Kanwar , Neha Sharma , Harish & Saurabh Rana along with NSS Programme officer Dr. Sunil Chauhan**.
- In 2017 NSS volunteers along with the NSS Programme Officer Dr. Sunil Chauhan, participated in the **Pravasi Bhartiya Diwas** organised at Bangalore University.
- During the session 2016-17 the NSS unit of the College bagged **second position in the National Youth Leadership Programme Award** conferred by the Himachal Pradesh University.
- NSS volunteer **Neha Sharma** participated in the **Republic Day Camp** and also took part in the **Republic Day Parade** in Delhi and represented H.P. as a Contingent Commander.
- A sum of Rs **17,700** was donated to the **Keral Relief Fund**.
- NSS volunteers participated in the "**Swachh Bharat Summer Internship Training Programme**".
- Every year NSS unit celebrates International Youth Day, International Yoga Day, Van Mahotstav, World AIDS Day, etc.

- The unit organizes blood donation camps.
- The NSS program officer of the college led HP University in National Integration Camp of Government of India, Ministry of Youth Affairs and Sports held at Jamia Millia Islamia, New Delhi. HP University got the “**Best team**” award and Dr. Sunil Chauhan was awarded the “**Best Program Officer**” in this National event.
- Awareness programmes are conducted by the NSS unit on environment protection, disaster management, tree plantation, literacy, healthy youth and healthy society, communal harmony, etc.

With the objective of inculcating the required human values the NSS carries out various above mentioned activities that benefited not only the students but also the society at large. A sense of selfless social service is cultivated in young students, who are the future torchbearers of our nation.

Response:

Practice-2: Installation of CCTV Cameras for surveillance in class rooms and other area of the Institute.

Goal:

- To run the smooth and secure functioning of the institution.
- To avoid the threat of any kind of improper practice and to protect the public property.
- To maintain an authentic record of the events and happening on the institution.
- To avoid the threat of stealing or misbehavior in the institution.
- To avoid any kind of cheating activity during examination.

Context:

The CCTV cameras surveillance is helpful to maintain discipline in the college campus.

The Practice:

The displays are installed in the Principal office to monitor the activities in the college campus. It helps to run the smooth and secure functioning of the institute. It helps to avoid the happening like Eve-teasing, students rage, violence in any form, outsiders' entry and any other activity which can result in misconduct.

| File Description | Document |
|----------------------------|-------------------------------|
| Any additional information | View Document |

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority

and thrust**Response:**

Goal of the institute is the **social & economic transformation** of the students. The institute provides an ideal ambience to the students for pursuit of learning and development of personality. It is also catering to provide excellence in the field of academics and overall performance of the students. Different activities in the college such as sports, cultural, NSS, rovers and rangers are instrumental in channelizing the strength of the students. Over the years the college has acquired an excellent reputation by exhibiting outstanding performance in academics, sports and co-curricular activities. The following committees of the college function together in order to achieve this goal:

- The PTA has played a special role in helping the College in various aspects of its development. It not only ensures a cordial and lasting relationship between the College administration and the parents of the students studying here, but it also undertakes to develop the academic atmosphere and infrastructure of the College. PTA Meetings are conducted regularly to enhance the performance of the students. The interaction among the teachers, students and Parents are encouraged. The feedback and response from them are collected so as to expand the institutional quality.
- The college is proud of its old students association which is the fountain head of its strength. With its achievements, the OSA makes the prospective students feel the transformation touch after they join this prestigious institution of learning.
- The institute has ensured its role in the development of the society. It is organizing social awareness camps to empower women in the society. Women Cell of the College organizes several activities for sensitizing both staff and students related to the problems of the girl students.
- The IQAC is a part of the institution's system and works towards realization of the goals of quality enhancement and sustenance. The IQAC Cell has developed a system for conscious, consistent and catalytic improvement in the overall performance of this institution. The IQAC Cell has submitted its four previous year's annual self-reviewed progress report to NAAC. The IQAC cell shoulders the responsibility of generating and promoting awareness in the institution and for this it has taken feedback from the alumni, parents and students. With its potentiality IQAC Cell & RUSA Advisory Committee has become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality in the institute.

5. CONCLUSION

Additional Information :

Education is the very base of a prosperous society. What we are learning around the world is that if women are educated, their families will flourish. And when families flourish, communities and Nation do as well. In this college the enrollment of girl students outnumbers the boy students. The college has made significant progress in girls education. It is indeed a matter of pride for us that many of our girl students in the past have made it to good jobs and higher education. Recently three girls received gold medals in post graduation from H.P. University, Shimla, two girls graduated from this college, Leena Sharma and Rachana Sharma qualified National Eligibility Test for Assistant Professor held on 08-07-2018 in the subject Hindustani Music.

Ms. Mohini got selected as Assistant Professor of Music and was posted at Govt. College Kullu (H.P.) in 2018. This is an indication of women empowerment

Ajay BA 3rd Semester Roll No 1605038, Sachin B.Sc. and Nikhil students of BCA joined Indian Army in 2017.

Pawan ,Hemant ,Chaman, Amit, Rohit Shashank Sharma and Harsh Angiras students of BA 5th Semester, Manish B.Sc. 5th Semester, Vikas, Kuldeep, Deepak and Yashwant students of B.Com. 5th Semester, joined Indian army in 2018.

Every year many of our students represent the college to participate in Inter-College Sports competitions and Youth Festivals organized by Himachal Pradesh University. In 2015-16 the College Handball team won a Bronze-Medal in Inter-College Championship. In 2016-17 two Boxers of the college, Manish and Mukesh Panwar won Silver and Bronze Medals respectively in the H.P.U. Inter- College Boxing Championship (Men) held at Govt. College SarswatiNagar, Distt. Shimla (H.P.). Two athletes of the college, Kumari Manisha and Kumari Shalini won the Silver Medals for Discus and Javelin Throw respectively in the H.P.U. Inter-College Athletic Meet held at Govt. College Hamirpur (H.P.). In 2017-18 the college handball team got 3rd position in women handball Inter-College Competition held at Govt. College Bilaspur. In Inter-College Youth Festival held on October, 2017 at Govt. College Dharamshala. Our College got 2nd position in Indian Group Song and 3rd position in Classical Group Song.

Concluding Remarks :

Govt. Degree College Arki is a rural college catering to the educational needs of the rural population, primarily the girls students of this area. The college is affiliated to Himachal Pradesh University, Shimla and imparts quality education at the under graduate level in all four streams, viz. Humanities, Science, Commerce and Computer Applications. Run by the Govt. of Himachal Pradesh, the college is committed to translate the government's mission of imparting quality education to people in the rural areas of the State under the RUSA, CBCS program. The college has very efficient and committed staff contributing to the excellence of education. The faculty members constantly engage in research and make continuous efforts to improve their academic and professional skills to enhance the academic atmosphere of the institution. The college possesses adequate infrastructure in terms of classrooms laboratories, smart classrooms, library, canteen, playground etc. The

college has constantly endeavored to accomplish excellence in diverse areas such as sports, cultural, NSS and other extracurricular activities and have received several awards and recognitions. The college faculty and students have responsibly engaged themselves with local people and community, fulfilling its role in making knowledge and information accessible to the people of Arki region. Flexibility, dynamism, constant improvement and innovation and a drive towards excellence are inherent in the functioning of the college. With each passing day the college is trying hard to add more gems in the arena of education and college can boast of producing several names in the field of administration, medical sciences, teaching, armed forces, banking and other financial services, industries, business, research, arts and culture etc. Students are our valueable assets, "The higher they go, the higher goes their almanac". This reaccreditation will definately strengthen us in our quest for quality and help our college in moving upward on the quality spectrum.

Marching ahead for Nation building!

6.ANNEXURE

1.Metrics Level Deviations

| Metric ID | Sub Questions and Answers before and after DVV Verification | | | | | | | | | | | | | | | |
|-----------|--|---------|---------|---------|---------|---------|-----|-----|-----|-----|-----|---------|---------|---------|---------|---------|
| 1.2.1 | <p>Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years</p> <p>1.2.1.1. How many new courses are introduced within the last five years Answer before DVV Verification : 487 Answer after DVV Verification: 84</p> <p>Remark : HEI Input changed by DVV as the attached document only shows 84 new courses introduced.</p> | | | | | | | | | | | | | | | |
| 1.3.2 | <p>Number of value added courses imparting transferable and life skills offered during the last five years</p> <p>1.3.2.1. Number of value-added courses imparting transferable and life skills offered during the last five years Answer before DVV Verification : 34 Answer after DVV Verification: 30</p> <p>Remark : HEI changed by DVV based on the supporting document</p> | | | | | | | | | | | | | | | |
| 1.3.3 | <p>Percentage of students undertaking field projects / internships</p> <p>1.3.3.1. Number of students undertaking field projects or internships Answer before DVV Verification : 103 Answer after DVV Verification: 0</p> <p>Remark : HEI Input changed by DVV as the special instructions to HEI under the affiliated SOP mentions: "institutions shall provide the list of students undertaking field work and/ field work during submission of SSR from which certificate of randomly selected students will be sought." Request to kindly provide the list of all the students who are undertaking field projects / internships. Kindly note:</p> <ul style="list-style-type: none">• One student involved in multiple Field works and/or internship should be counted as one. | | | | | | | | | | | | | | | |
| 2.1.2 | <p>Average Enrollment percentage</p> <p>(Average of last five years)</p> <p>2.1.2.1. Number of students admitted year-wise during the last five years Answer before DVV Verification:</p> <table border="1"><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>567</td><td>508</td><td>461</td><td>453</td><td>314</td></tr></table> <p>Answer After DVV Verification :</p> <table border="1"><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr></table> | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 567 | 508 | 461 | 453 | 314 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | | | | | | | | | | | | |
| 567 | 508 | 461 | 453 | 314 | | | | | | | | | | | | |
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | | | | | | | | | | | | |

| | | | | |
|-----|-----|-----|-----|-----|
| 443 | 473 | 459 | 438 | 558 |
|-----|-----|-----|-----|-----|

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

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 890 | 890 | 890 | 890 | 890 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 890 | 890 | 890 | 890 | 890 |

Remark : HEI Input changed by DVV as the numbers in the applications received document attached was different vs HEI Input. The applications received document mentions that all applications received for courses where accepted and admitted. Hence, the DVV considers the numbers provided in the HEI applications received document attached.

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

2.4.2.1. Number of full time teachers with Ph.D. year-wise during the last five years

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 17 | 18 | 16 | 15 | 12 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 15 | 16 | 15 | 18 | 5 |

Remark : HEI input changed as per the supporting document

2.6.3 Average pass percentage of Students

2.6.3.1. Total number of final year students who passed the examination conducted by Institution.

Answer before DVV Verification : 234

Answer after DVV Verification: 106

2.6.3.2. Total number of final year students who appeared for the examination conducted by the institution

Answer before DVV Verification : 379

Answer after DVV Verification: 379

Remark : HEI input changed by DVV as the Result Passout students provides only details 106 passed out students.

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

years

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

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 6 | 1 | 6 | 5 | 9 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 6 | 1 | 6 | 3 | 4 |

3.3.4

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

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

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 13 | 10 | 19 | 8 | 4 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 3 | 1 |

Remark : HEI Input changed by DVV as books with ISBN numbers only to be considered. They are: 1) Bhartiya Sanskriti 978-81-928037-2-2 2) Bhartiya Srishthi sidhant aur vanaspati vigyaan 978-1482841527 3) Maidens of Trafford House 978-1482841527 4) Lok Gatha Degdarshika 978-81-928037-2-2

3.4.3

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 last five years

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 5 | 4 | 2 | 2 | 4 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 4 | 1 | 2 | 4 |

Remark : HEI input changed by DVV based on the detailed reports per assessment period. The count from the document attached in the response document by HEI differs from the HEI Input provided.

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

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 4

Answer after DVV Verification: 1

Remark : HEI Input changed by DVV as only one classroom picture is provided by the HEI as proof.

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

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

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0.9 | 90.0 | 55.4 | 1.23 | 3.1 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 105.01 | 54 | 63.21 | 0 |

Remark : HEI Input changed by DVV based on the budget allocation provided by HEI in the supporting document.

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

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

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| .93 | 6.2 | 3.2 | .72 | 1.04 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| .19 | 0 | 1.757 | .928 | 0.86 |

Remark : HEI Input changed by DVV based on the numbers provided in the Support Document by HEI.

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

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

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 51 | 99 | 86 | 69 | 55 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 18 | 0 | 0 | 0 | 0 |

Remark : HEI input changed by DVV as the HEI has provided only details of Kalpana Chawla scholarship for the year 2017-18 which totals to 18. Request HEI to provide the details of all the mentioned scholarship schemes and list of students across all years.

5.2.1 Average percentage of placement of outgoing students during the last five years

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

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 13 | 3 | 0 | 0 | 0 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 1 | 0 | 0 | 0 | 0 |

Remark : HEI input changed by DVV as only proof for the assistant professor placement is produced. Request to provide placement proofs of the remaining 12 students.

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

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

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 20 | 18 | 18 | 14 | 10 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

Remark : HEI input changed by DVV as question requests for number of events organised by the HEI and not the number of students participated in sports/cultural events as mentioned in the HEI documents and list provided.

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

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

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 75048 | 2.25379 | 3.12123 | 86737 | 1.91754 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 0.75048 | 2.25379 | 3.12123 | 0.86737 | 1.91754 |

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

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

Answer before DVV Verification:

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 2 | 2 | 2 | 3 | 3 |

Answer After DVV Verification :

| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 |
|---------|---------|---------|---------|---------|
| 1 | 0 | 0 | 0 | 2 |

Remark : HEI Input changed by DVV as the following programs cannot be considered as gender equity promotions. They are: Rangoli and Mehendi compition , Debate & Essay Writing Competition, Painting, Slogan & Poster Making Competition

| | | | | | | | | | | | | | | | | | | | | | |
|---------|--|---------|---------|---------|---------|---------|------|------|---|---|---|---------|---------|---------|---------|---------|-------|-------|---|---|---|
| 7.1.8 | <p>Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years</p> <p>7.1.8.1. Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>4500</td><td>5500</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>0.045</td><td>0.055</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Remark : Changed as per the supporting document</p> | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 4500 | 5500 | 0 | 0 | 0 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 0.045 | 0.055 | 0 | 0 | 0 |
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | | | | | | | | | | | | | | | | | |
| 4500 | 5500 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | |
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | | | | | | | | | | | | | | | | | |
| 0.045 | 0.055 | 0 | 0 | 0 | | | | | | | | | | | | | | | | | |
| 7.1.9 | <p>Differently abled (Divyangjan) Friendliness Resources available in the institution:</p> <ol style="list-style-type: none">1. Physical facilities2. Provision for lift3. Ramp / Rails4. Braille Software/facilities5. Rest Rooms6. Scribes for examination7. Special skill development for differently abled students8. Any other similar facility (Specify) <p>Answer before DVV Verification : C. At least 4 of the above</p> <p>Answer After DVV Verification: D. At least 2 of the above</p> <p>Remark : HEI Input changed by DVV as photo proofs of physical facilities, Ramp/Rails were provided. Also, request the HEI to provide • Bills and invoice/purchase order/Annual Maintenance Cost in support of facility.</p> | | | | | | | | | | | | | | | | | | | | |
| 7.1.15 | <p>The institution offers a course on Human Values and professional ethics</p> <p>Answer before DVV Verification : Yes</p> <p>Answer After DVV Verification: No</p> <p>Remark : HEI input changed by DVV as the attached document has provided only the syllabus of programs taught in the college and not the course syllabus on the course of Human Values and professional ethics. Request HEI to provide the same.</p> | | | | | | | | | | | | | | | | | | | | |

2.Extended Profile Deviations

| | | | | | | | | | | | | | | | | | | | | | |
|---------|---|---------|---------|---------|---------|---------|------|------|------|------|------|---------|---------|---------|---------|---------|------|--------|------|-------|------|
| ID | Extended Questions | | | | | | | | | | | | | | | | | | | | |
| 1.1 | Total number of classrooms and seminar halls Answer before DVV Verification : 23 Answer after DVV Verification : 11 | | | | | | | | | | | | | | | | | | | | |
| 1.3 | Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs) Answer before DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1.83</td><td>96.2</td><td>58.6</td><td>1.95</td><td>4.14</td></tr></table> Answer After DVV Verification: <table><tr><td>2017-18</td><td>2016-17</td><td>2015-16</td><td>2014-15</td><td>2013-14</td></tr><tr><td>1.83</td><td>105.01</td><td>58.6</td><td>63.21</td><td>4.14</td></tr></table> | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 1.83 | 96.2 | 58.6 | 1.95 | 4.14 | 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | 1.83 | 105.01 | 58.6 | 63.21 | 4.14 |
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | | | | | | | | | | | | | | | | | |
| 1.83 | 96.2 | 58.6 | 1.95 | 4.14 | | | | | | | | | | | | | | | | | |
| 2017-18 | 2016-17 | 2015-16 | 2014-15 | 2013-14 | | | | | | | | | | | | | | | | | |
| 1.83 | 105.01 | 58.6 | 63.21 | 4.14 | | | | | | | | | | | | | | | | | |