ANNUAL QUALITY ASSURANCE REPORT (2015-16)

OF

**THAKUR SEN GOVT. DEGREE COLLEGE, RECKONG PEO
DISTT. KINNAUR, HIMACHAL PRADESH**

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box. No. 1075, Opp: Nagarbhavi, Bangalore - 560072 INDIA

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2013-14)	2015-16

1. Details of the Institution

1.1 Name of the Institution	Thakur Sen Negi Government College

1.2 Address Line 1	Reckong Peo
Address Line 2	Tehsil Kalpa
City/Town	Kinnaur
State	Himachal Pradesh
Pin Code	172107
Institution e-mail address	gcreckong-peo-hp@nic.in
Contact Nos.	01786-222591
Name of the Head of the Institution:	Prof. Janak Negi

Tel. No. with STD Code: | 01786-222591

Mobile: | 9418485075

Name of the IQAC Co-ordinator: | Sh.Rajesh Negi

Mobile: | 9459239537

IQAC e-mail address: | principalgcreckongpeo@gmail.com

1.3 NAAC Track ID *(For ex. MHCOGN 18879)* | HPCOGN23292

OR

1.4 NAAC Executive Committee No. & Date: (For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address: | www.tsnegigcreckongpeo.in

Web-link of the AQAR: | https://tsnegigcreckongpeo.in/wp-content/uploads/2018/05/IQAC-AQAR-2015-16.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.31	2016	May24,2021

1.7   Date of Establishment of IQAC :   DD/MM/YYYY | 10/June/2012

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)* **NA**

AQAR   _____   (05/02/2016)
AQAR   _____   (DD/MM/YYYY)
AQAR   _____   (DD/MM/YYYY)
AQAR   _____   (DD/MM/YYYY)

1.9 Institutional Status

University   State [✓]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [✓]   No [ ]

Constituent College   Yes [ ]   No [ ]

Autonomous college of UGC   Yes [ ]   No [ ]

Regulatory Agency approved Institution   Yes [ ]   No [ ]
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [✓]   Men [ ]   Women [ ]

                      Urban [ ]   Rural [ ]   Tribal [ ]

Financial Status   Grant-in-aid [ ]   UGC 2(f) [✓]   UGC 12B [✓]

       Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.10   Type of Faculty/Programme

     Arts [✓] Science [✓] Commerce [✓] Law [ ] PEI (Phys Edu) [ ]

     BCA [✓] PGDCA [✓]   Health Science [ ]   Management [ ]

     Others (Specify) [---]

1.11   Name of the Affiliating University *(for the Colleges)*   [Himachal Pradesh University Shimla - 5]

1.12   Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc Autonomy by State/Central Govt. / University   [---]

University with Potential for Excellence [   ]   UGC-CPE [   ]

DST Star Scheme [   ]   UGC-CE [   ]

UGC-Special Assistance Programme [   ]   DST-FIST [   ]

UGC-Innovative PG programmes [   ]   Any other (*Specify*) [Included under section 2(f) & 12(B) of UGC act, 1956]

UGC-COP Programmes [   ]

2. IQAC Composition and Activities

2.1   No. of Teachers [7]

2.2   No. of Administrative/Technical staff [1]

2.3   No. of students [2]

2.4   No. of Management representatives [0]

2.5   No. of Alumni [1]

2.6   No. of any other stakeholder and community representatives [2]

2.7   No. of Employers/ Industrialists [0]

2.8   No. of other External Experts [1]

2.9   Total No. of members [14]

2.10   No. of IQAC meetings held | 7 |

No. of meetings with various stakeholders | 0 | Faculty | 3 |

Non-Teaching Staff Students | 1 | Alumni | 2 | Others | |

2.12   Has IQAC received any funding from UGC during the year?   Yes | | No | |

If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 2 | International | --- | National | --- | State | --- | Institution Level | 2 |

(ii)Themes | Gender Sensitization and equal Opportunity |

2.14   Significant Activities and contributions made by IQAC

- Formulated Perspective Plan at the beginning of academic session
- Formed NAAC criterion wise data collection and report writing committee
- Conducted regular meeting during the session to ensure quality in institutional functioning

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To encourage for training Programme for Research Scholars/Teachers Educators.	Teachers attended Induction training program in SCERT Solan.
Basket Ball women Championship was hosted in the college	Inter-college women basketball championship organised by this college.

Attach the Academic Calendar of the year as Annexure.

2.16   Whether the AQAR was placed in statutory body   Yes ☐   No ☐

Management ☐   Syndicate ☐   Any other body ☐

Provide the details of the action taken

Quality enhancing of students and staff (Teaching and Non-Teaching)

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	---	---	---	---
PG	1	---	1	---
UG	3	---	1	---
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	1	---	---	---
Certificate	1	---	---	---
Others	---	---	---	---
Total	6	---	---	---

Interdisciplinary	---	---	---	---
Innovative	---	---	---	---

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
     (ii) Pattern of programmes:

Pattern	**Number of programmes**
Semester	03
Trimester	---
Annual	---

1.3 Feedback from stakeholders*   Alumni [✓] Parents [ ] Employers [ ] Students [✓]

(On all aspects)

Mode of feedback: Online [ ] Manual [✓] Co-operating schools (for PEI) [ ]

Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

1.5 Any new Department/Centre introduced during the year. If yes, give details.   No

Criterion – II
2. Teaching, Learning and Evaluation

Total	Assistant Professors	Associate Professors	Professors	Others
10	10	---	---	---

2.1   Total No. of permanent faculty

2.2   No. of permanent faculty with Ph.D.   2

2.3   No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
02	04	---	---	---	---	01	---	03	04

2.4   No. of Guest, Visiting faculty and Temporary faculty | --- | --- | --- |

2.5   Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	---	---	---
Presented papers	---	1	---
Resource Persons	---	---	---

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Internet Resource
- Use of OHP and Digital Projectors
- Use of ICT in teaching learning process
- Debate and Quiz
- According to the new CBCS (Choice Based credit system), the teacher shifted to new pedagogy which included assignments and minor tests before appearing in the final end semester examinations

2.7   Total No. of actual teaching days during this academic year   180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

> ♣ Evaluation of students based on both continuous assessment (internal) and the semester examination (external) with an allotment of 50% marks for each
>
> ♣ Different methods of assessing the student-tests, quiz, seminars, assignments, projects, presentations etc.

2.9   No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

| --- | --- | --- |

2.10   Average percentage of attendance of students | 75% |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Percentage of students Passed
B.A	100 %
B.Sc	100 %
B.Com	100 %
BCA	100 %

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

♣ Formulated Perspective Plan for the session.

♣ Feedback from students on teaching, learning and evolution.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	---
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	---
Others	---

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	02	---	---	---
Technical Staff	04	03	---	---

Criterion – III
3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	---	---
Outlay in Rs. Lakhs	---	---	---	---

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	---	---
Outlay in Rs. Lakhs	---	---	---	---

3.4 Details on research publications

	International	National	Others
Peer Review Journals	---	---	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	---	---	---

3.5 Details on Impact factor of publications:

Range | --- | Average | --- | h-index | --- | Nos. in SCOPUS | --- |

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7   No. of books published   With ISBN No.   `---`   Chapters in Edited Books   `---`

Without ISBN No.   `---`

3.8   No. of University Departments receiving funds from

UGC-SAP   `---`   CAS   `---`   DST-FIST   `---`

DPE   `---`   DBT Scheme/funds   `---`

3.9   For colleges   Autonomy   `---`   CPE   `---`   DBT Star Scheme   `---`

INSPIRE   `---`   CE   `---`   Any Other (specify)   `---`

3.10   Revenue generated through consultancy   ---

Level	International	National	State	University	College
Number	---	---	---	---	---
Sponsoring agencies	---	---	---	---	---

3.11   No. of conferences organized by the Institution   ---

3.12   No. of faculty served as experts, chairpersons or resource persons   ---

3.13   No. of collaborations   ---   International   ---   National   ---   Any other   ---

3.14   No. of linkages created during this year   ---

3.15   Total budget for research for current year in lakhs :

From funding agency   ---   From Management of University/College   ---

Total   ---

3.16   **No. of patents received this year**

Type of Patent		Number
National	Applied	-----
	Granted	-----
International	Applied	-----
	Granted	-----
Commercialised	Applied	-----
	Granted	-----

3.17   No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Distt.	College
---	---	---	---	---	---	---

3.18   No. of faculty from the Institution who are Ph. D. Guides | --- |

and students registered under them | --- |

3.19   No. of Ph.D. awarded by faculty from the Institution | --- |

3.20   No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | --- | SRF | --- | Project Fellows | --- | Any other | --- |

3.21   No. of students Participated in NSS events:

University level | --- | State level | --- |

National level | --- | International level | --- |

3.22   No. of students Participated in NCC events:

University level | --- | State level | --- |

National level | --- | International level | --- |

3.23   No. of Awards won in NSS:

University level | --- | State level | --- |

National level | --- | International level | --- |

3.24   No. of Awards won in NCC:

University level | --- | State level | --- |

National level | --- | International level | --- |

3.25   No. of Extension activities organized

University forum | --- | College forum | --- |

NCC | --- | NSS | --- | Any other | --- |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

NSS Unit of T.S. Negi Govt. College Reckong Peo organised one day blood donation camp with the collaboration of Distt. Hospital, Reckong Peo.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.1175 Acres	---	---	6.1175 Acres
Class rooms	12	---	---	12
Laboratories	07	---	---	07
Seminar Halls	---	---	---	---
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	---	---	---	---
Value of the equipment purchased during the year (Rs. in Lakhs)	---	---	---	---

4.2 Computerization of administration and library

> ♣ All administrative functioning is completely computerized
>
> ♣ Library is in process to be fully automated

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10297	---	---	---	10297	---
Reference Books	3709	---	---	---	3709	---
e-Books	---	---	---	---	---	---
Journals	05	---	---	---	05	---
e-Journals	---	---	---	---	---	---
Digital Database	---	---	---	---	---	---
CD & Video	---	---	---	---	---	---
Others (specify)	---	---	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Deptts.	Others
Existing	70	02	---	BSNL VPN	---	---	---	---

Added	---	---	---	---	---	---	---	---
Total	70	02	---	---	---	---	---	---

4.5 Computer, Internet access, training to teachers and students and any other programme for Technology Upgradation (Networking, e-Governance etc.)

> The college also has smart classroom which helps the students and the faculty to learn and teach in a better way. The computer department guides the other faculty members from time to time to use ICT resources in their respective classes and different workshops and seminars. College has a Wi-Fi enabled campus which helps the teachers and the students to access the information from the internet whenever and wherever needed. College has computers with internet access available in the UGC resource centre, staffroom, library, computer and science lab.

4.6 Amount spent on maintenance in lakhs :

- ICT   35000

- Campus Infrastructure and facilities   10713691

- Equipments   120434

- Others   ---

     Total   10869125

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Teacher's evaluation by students is done annually
- Evaluation of RUSA, semester system done by students
- Up gradation of Book Bank
- Remedial classes.

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5.2 Efforts made by the institution for tracking the progression

- Regular tests
- Assignments
- Seminars by students
- Meetings with students
- Meetings of Academic Coordinators
- Counselling by teachers and Principal
- Students contacted by telephone and email

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
486	NA	NA	NA

(b) No. of students outside the state   ---

(c) No. of international students   ---

Men	---	---
	---	---

Women	---	---
	---	---

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
60	23	399	04	Nil	486	53	28	399	06	Nil	486

Demand ratio: _____   Dropout: _____

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No. of students beneficiaries | --- |

5.5 No. of students qualified in these examinations

NET | --- | SET/SLET | --- | GATE | --- | CAT | --- |

IAS/IPS etc | --- | State PSC | --- | UPSC | --- | Others | --- |

5.6 Details of student counselling and career guidance

- Subject teacher – student counselling, personal and Career
- Counselling done through value education classes
- Two faculty members appointed as counsellors for future recommendation to career counselling cell

No. of students benefitted | --- |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
---	---	---	---

5.8 Details of gender sensitization programmes

Senior faculty members of the college, resource persons like senior medical officer of district hospital as well as clinical psychologist of district hospital were involved in workshops conduceted in various educational institutes in an around Reckong Peo including the college.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level [68] National level [---] International level [---]

No. of students participated in cultural events

State/ University level [13] National level [---] International level [---]

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level [2] National level [1] International level [---]

Cultural: State/ University level [---] National level [---] International level [---]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Nil	Nil
Financial support from government	201	1104296
Financial support from other sources	02	2000
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fair: State/ University level [---] National level [---] International level [---]

Exhibition: State/ University level [---] National level [---] International level [---]

5.12 No. of social initiatives undertaken by the students [---]

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI
6. Governance, Leadership and Management
6.1 State the Vision and Mission of the institution

Our Vision	**"**To spearhead cutting edge education to implement developing technologies and inculcate moral values for the growth and development of world and the humanity at large**"**
Our Mission	↓ To impart meaningful education relevant to the needs of the world ↓ To develop the competitive mind set among the students of this particular remote area ↓ To make students employable in professions such as civil services, teaching, management, banking and defence services etc ↓ To develop leadership qualities in the students and equip them for self expression ↓ To create a conducive environment for the teaching-learning process ↓ To make the students sensitive to the needs of the society, emphasizing on gender equality and human rights, ecological and environmental issues ↓ To provide a platform for free and fearless expression of thought ↓ To create human resource of committed citizens who are not only intellectually but morally enlightened

6.2 Does the Institution has a management Information System

   Yes, the Management information System is extensible utilized in the functioning of the college in the following respects:

1) Administrative Process including Finances

↓ Salary structure for employees
↓ Leave and attendance to Staff
↓ Income tax report
↓ Staff details
↓ Arrears details
↓ Loan details

2) Student Admission
- Student registration
- Fee details
- Hostel details
- Students details
- Admission Slip generation

3) Student Record
- Subject Wise attendance on daily basis

4) Examination
- Consolidated Report
- Marks entry details
- Marks entry slip

5) Others
- Database backup
- Web update
- User Management
- Library Management System

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- The curriculum is decided by the HP university, Shimla.
- The random nomination of the teachers for university Board of Studies.
- Academic discussions with regard to syllabus in college IQAC meetings.

6.3.2 Teaching and Learning

- Frequent meetings of academic coordinators/ heads in IQAC.
- Organization of Inter-disciplinary academic activities.
- Preparation of teaching plans for the semester in accordance with syllabus and scheme of examination given by University of Himachal Pradesh.
- Facilitation of the teaching-learning process through qualified, trained and experienced faculty with encouragement to use library and internet facilities.
- Feedback on teaching
- Organisation of various field visits, study tours, industrial visits etc. for the benefit of students.

6.3.3 Examination and Evaluation

- RUSA Committee was formulated and it made all efforts for the smooth implementation of CBCS during the academic session.
- Thakur Sen Negi Government College is centre for university exams.
- Regular tests are held.
- Viva-voce (Internal) for all practical subjects is conducted.
- Teachers are appointed on evaluation duties by H.P. University.

6.3.4 Research and Development

- The College promotes faculty participation in research by granting them duty leave.
- The staff members are encouraged to write research papers.
- Research Projects are submitted by the students belonging to different field of inquiries/ relevant subjects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Computers are available for internet access in the IT Lab.
- Interactive Boards are installed for ICT enabled teaching.
- Smart Class Room, Podium and K-yan are also available.

6.3.6 Human Resource Management

- Teacher evaluation by students, through questionnaire is practised in the college.
- The planning and implementation of activities is determined through staff council, student's council, staff advisors, academic coordinators and PTA.

6.3.7 Faculty and Staff recruitment

The college management recruits the new teachers (on part time/ period basis) whenever required.

Industry Interaction / Collaboration

- The College organizes seminars, lectures and workshops on soft skills opportunities in industries and information regarding entrepreneurship development among students.
- Remedial coaching/competitive coaching classes for SC/ST/OBC/ GIRLS are held regularly to provide competitive edge to the weaker section of society.
- Regular innovative initiative programmes are carried out to promote research activities particularly on customs, culture and historical monuments of this district.
- Parent Teachers Association Meeting which is held at regular intervals provides

feedback on the various aspects of the curriculum. The student feedback is obtained in the various meetings held with the nominated office bearer of the College Students Central Association. Apart from this, the various student union outfits also provide feedback in the course of meetings held with them.
- Most of the students are conversant with the latest technology and audio-visual aids etc.
- Principal along with one faculty member represents the college in different meetings with state RUSA coordinator.
- Equal opportunity cell and gender sensitization cell has organized seminar and workshop in the areas falling under their scope.

6.3.9 Admission of Students:
Students are admitted on Merit Basis (admission was provided to all the applicants/students)

6.4 Welfare schemes for:

Teaching	Smooth and timely availability of teaching/learning material and stationary etc. Group insurance
Non teaching	EPF Scheme Group insurance
Students	- Committee has been constituted for scholarship. - Committee has been constituted for prevention and against Sexual harassment of women students. - Committee has been constituted on Career counseling - Committees has been constituted for College magazine Students club and societies

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes ✓   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	H.P. University	Yes	Management
Administrative	Yes	Auditor deputed by State Govt.	Yes	Management

6.8 Does the University/ Autonomous College declare results within 30 days?

     For UG Programmes   Yes ☐   No ✓

     For PG Programmes   Yes ☐   No ☐   N.A.

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Online filling up of examination form
- Online internal assessment
- Online generation of admit cards
- Online end-semester result card

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- Introduction of internal assessment of the students by teachers
- Internal practical system
- Introduction of some of the specified field project/ research based courses

6.11 Activities and support from the Alumni Association

- Delivering of lectures on their areas of specialization, giving their valuable suggestions on curriculum designing and other aspects of functioning of the college.
- Suggestions (both formal and informal) from student forums based on their feasibility to improve the system.
- Initiatives by students are encouraged and channelized.
- The College student Central association plays a Proactive role in ensuring participation of students in cultural and social activities and competitions. Hence students" talent is properly nurtured.
- Arrangement and organization of periodic workshops and seminars for students by the college and alumni using both external and internal resources on orientation, learning/evaluation methods, library reference, ICT and employability, career guidance & counseling and leadership qualities.

6.12 Activities and support from the Parent – Teacher Association

- Regular/periodic organization of Parents Teacher's Association (PTA) meetings.
- Regular monitoring of the academic and co-curricular progress of the students and discussion with the parents.
- Temporary recruitment of teaching and non-teaching staff out of PTA fund.
- The appointment of house-keeping /technical staff for day to day up-keeping and maintenance of premises (safai karamchari/ electrician etc.).
- Collective decision making, suggestions and grievance redressal in PTA meetings.

6.13 Development programmes for support staff

- Regular meetings with the Principal.
- ICT equipped Laboratory.
- Smart Class Room.
- Recreational facilities like sports.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Flowering and gardening of the campus by NSS volunteers.
- Minimization of e-waste.
- Effort towards paperless communication.
- Minimum use of polythene and non-biodegradable products.
- Green audit being undertaken.
- Vermi-composting plant planned.
- Organic manure utilized in the gardens.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive
impact on the functioning of the institution. Give details.

- More focus on implementation of state of art teaching and learning skills. Most of the teachers are using smart classroom facilities to deliver their lectures
- Teaching-learning has been improved by using ICT. Practical training of language is imparted to the students of English in Language Lab and smart classroom facility is also available in the college
- Practical training of language is imparted to the students of English in Language Lab
- Autonomy to the teaching departments
- Book Bank of the college provides the books to the needy students
- Visual Notice Board has been installed on the wall of the college building

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon
at the beginning of the year

- Staff meetings were organized time to time during the session 2015-16
- Parents Teacher Meeting was organized on 27-07-2015. In which new committee for the session 2015-16 was formed. In this meeting a decision to continue music teacher and sweeper with PTA Funds was taken.
- Twelve days Induction Training in SCERT SOLAN was imparted to the newly recruited faculties to update knowledge and skill.
- Digitization of system of the college office and library is underway

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

1. Autonomy to the teaching departments

Complete autonomy is provided to the teaching departments in order to:

- Provide involvement of all the faculty members in the functioning of the college.
- Implement Choice Based Credit System for UG Classes
- Evaluate the workload and allocation to the faculty members of the departments.
- Forward views of the members on any curriculum designing through their representative on the board of studies in their subject at the university
- Brief the HOD about the view of the members of the department on any policy matter to be discussed in staff council meeting
- Organize the various extra and co-curricular activities of the departments

- Provide the ICT enabled teaching-learning aids to enhance the learning and encourage the students to present their seminars through PowerPoint presentations

Context: It has been decided by the staff of the college that the allocation of the workload of all the faculty members will be decided by the concerned HOD in consultation with other teachers of the departments. Also the teaching departments have the liberty to organize various curricular/co-curricular activities like seminars, conferences and workshops.

Practices: The HOD of different departments convenes a meeting of the department before the summer vacations to finalize the allocation of the workload and time table for the next academic session and finalize the academics and calendar for the other activities of their departments. The departments also organize guest lectures, seminars and workshops for interaction with scholars.

Evidences of Success

- This practice provides the proper allocation of workload among the Faculty members
- It has created mutual trust among the members of the departments
- It has provided faculty members to gain valuable administrative experience
- It has inculcated a sense of responsibility among all the faculty members
- It has helped the faculty members to develop leadership quality
- It has provided forum of office bearers to the Principle to hold consultations on policy matters/any emergent issue
- It has helped the Principal to focus his energy more on developmental activities of the college and discuss only policy matters of the department with the HODs
- It has inculcated a sense of responsibility among the members of the departments to work as a team to organize various other departmental activities like quiz, competitions, seminars and workshops

Problems Encountered & Resources Required

Every policy has its own merits and demerits. Some minor problems given below has encountered in the implementation of this practice:

- Since allocation is made at the departmental level so no alternation can be made even if better options are available to teach particular subject
- Since decisions in the college are made on the basis of majority and hastily sometimes so, some teachers develop a partial behaviour towards some colleagues
- Due to shortage of staff members proper allocation of workload cannot always be practised in a better manner

7.4 Contribution to environmental awareness / protection

The following initiatives have been taken by the college to make the campus eco-friendly:
- Under campus cleanliness programme, N.S.S. organizes campus cleaning campaign in the college campus every year. The student volunteers have been participating keenly in this campaign since 1995. All this enlightens the students to make the environment neat and clean.
- During the session 2015-16, Cleanliness camp was organized and cleaning activities was made also inside the college premises. Students also uprooted the cannabis inside the campus and also disposed the garbage outside the college campus. Apart from this one day camp was organized for planting saplings. The dust bins have kept at different palaces. There is no trash of any garbage or trash in the campus
- Students of under-graduate classes study the subject of Environmental Studies
- In session 2015-16 students of the college in association with forest department has planted more than 100 plants nearby forest colony
- College staff takes initiative to have minimum carbon footprint. All the staff members take double side photocopy and print when necessary the computers electrical appliances bare kept off when not required and natural day light is always preferred.
- A paperless operation is used in daily operations if required
- The staffroom rarely use Styrofoam and disposal paper cups and plates etc.
- Less water is consumed in the washrooms, as water is stored in tanks for usage to avoid the wastage of water.
- The college organizes a socially active and productive institution-community interface by generating awareness about cross-cutting issues like public health, social and gender equity, environmental pollution and disaster management

7.5 **Whether environmental audit was conducted?**   Yes ☐   No ✓

7.6   **Any other relevant information the institution wishes to add. (for example SWOT Analysis)**

Strengths:

- University has been accreditated since 2002 and re-accreditated by NACC for all its programmes running in the campus and constituent colleges with B grade from December, 2009
- Well experienced, qualified and dedicated staff
- The campus of the college has a fully Wi-Fi network facility for the students and teachers
- The college has installed Aqua-guard water purifiers inside the college premises
- Self finance and add-on courses in Computer and Geography department have been started in the college. Parts of the funds raised through these courses are available for

infrastructural facilities, repair of instruments, purchase of equipment's and to appoint guest faculty

- The college has Parents Teachers Association (PTA) which provides a linkage of the college with communities outside the campus
- The college has an active Internal Quality Assurance Cell (IQAC), which acts as a think tank for identifying academic, governance, and equity initiatives. It has focused on systematic and scientific interventions. IQAC always keep the stake holders aware about quality issues. IQAC hold meetings regularly and takes necessary actions as per UGC & NAAC requirements and also maintains records for NAAC accreditation
- The college has its own website which is updated regularly. Through the college website, the college provides various informations to the students and to the other people of the soceity. It has dedicated some links for on-line services for students (e-examinations form, pdf forms etc.). In website, information about the faculty and courses is also available for the ready reference of the society. It is turning out to be boon for the stake holders

SWOT ANALYSIS RESULTS

Strengths:

- Effective and dedicated leadership
- Campus is environment friendly
- Qualified and dedicated faculty; Healthy interaction between students and faculty which goes beyond the classrooms; Learning beyond curriculum
- A large number of scholarships disbursed to students from marginalized and economically deprived section by the director of higher education.
- Faculty expertise
- Transparent and well managed computerized system
- Library and Book Bank facilities

Weaknesses:

- College result is less satisfactory because of unplanned RUSA implementation by H.P. University
- Complication for starting new courses due to low strength of students
- Inadequate buildings and infrastructure facilities
- Topographic constraints
- Because of shortage of the staff and farness of this place research related activities are tough to implement in the college
- Limited numbers of courses are offered
- Poor background of the students

Opportunities:

- As this district is a tribal area of Himachal Pradesh. The students whose parent's annual income is less than 250000, Scholarships are given to them
- Various types of Inter college activities are done by H.P. University, Shimla.
- Excellent Academic environment
- There is a good opportunity for the college to start RUSA funded skilled development courses
- Consultancy services are available for income enhancement
- The college has IGNOU centre, which is offering online courses to people
- Community outreach programmes
- There is great scope for the teachers to avail of UGC funded research projects
- The college is planning to organize Alumni meetings yearly for active alumni participation
- Add-on and value based courses

Threats:

- Some of the resources are unavailable due to geographical conditions
- Uncertain university policies
- Syllabi framed by University under RUSA still need some modifications.
- Competition from another nearby institutions is unavailable, So changes in some policies is always discouraged
- Lack of funds for maintenance of facilities
- More and more students opting for professional colleges
- Inadequate Research facilities

In addition to SWOT analysis, the college would like to mention the following Achievements:

- As there are many limitations of CBCS under RUSA, but it has been implemented successfully in the College
- Under RUSA grant proposals, grant has been received by the college for the up gradation of College infrastructure and facilities

8. **Plans of institution for next year**

- To organize inter-college sports and cultural events so as to promote extra-curricular activities among students.
- To organize Lectures, Workshops and seminars under different subcomponents of Equity Initiative, gender sensitization, equal opportunities under RUSA.
- To put benches outside the college building and in the corridor for the students to sit during vacant periods.
- To Fence girls hostel campus with GI sheet and mesh.
- To conduct college Annual fuction/Prize Distribution, Departmental activities and other functions.
- To put Iron mesh fencing around college playground.
- To put drainage system alongside college playground.
- To put Iron cross gate in Girls Hostel.
- To introduce more smart class rooms in the college.
- To upgrade Physics, Chemistry, Botany and Zoology laboratories.
- To have special repair of girls hostel building.
- To extend the existing building by constructing additional block.
- To have retaining wall repair in girl hostel's backside of warden residence and girls hostel up to main gate.
- Drainage maintenance in the existing college building and administrative block.
- To have repairing of Girls, Boys, Staff and administrative block toilets.
- To purchase Projectors, Computer systems, multi-user antivirus, Printer with scanner cum Copier, almirahs, Solar Lights and new reference and text books.
- To make the library computerized and to take subscription of INFLIBNET-NLIST.
- To promote ICT in teaching by purchasing projectors, slide changers and various others state of art teaching aids.
- Participation of faculty in faculty development programmes such as orientation and refresher courses in order to promote research.
- To be prepared for next NAAC inspection and to prepare AQR.
- To strengthen the Career Counseling Cell of the college by accelerating its activities and through optimum use of existing facilities like Language-cum-Career Lab, Microsoft Office, Linux and other software for enhancing their personal and professional skills.
- To start add-on courses to increase the number of options/electives for students and to encourage Faculty to start thinking about new courses.
- To explore possibilities for active industry participation.
- Explore housing benefits for more Teaching staff.
- To achieve 100% electronic surveillance of the college Campus.

Name: Prof. Rajesh Negi

(Signature of the Coordinator, IQAC)

Name: Prof. Janak Negi
Principal
T.S. Negi Govt. College
(H.P.)

(Signature of the Chairperson, IQAC)