



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	THAKUR JAGDEV CHAND MEMORIAL GOVERNMENT DEGREE COLLEGE
• Name of the Head of the institution	DR. AJAIB SINGH
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01972272440
• Mobile No:	9418083255
• Registered e-mail	gcsujanpurhp@gmail.com
• Alternate e-mail	gcsujanpur-hp@nic.in
• Address	THAKUR JAGDEV CHAND MEMORIAL GOVT. DEGREE COLLEGE SUJANPUR
• City/Town	Sujanpur
• State/UT	Himachal Pradesh
• Pin Code	176110
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Himachal Pradesh University, Shimla				
• Name of the IQAC Coordinator	Dr. Jitender Kumar Bhanwal				
• Phone No.	01972272440				
• Alternate phone No.	01972272440				
• Mobile	9418472932				
• IQAC e-mail address	drjitenderbhanwal@gmail.com				
• Alternate e-mail address	gcsujanpurhp@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.gcsujanpur.in/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.gcsujanpur.in/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70	2006	02/02/2006	02/01/2011
6.Date of Establishment of IQAC			18/09/2015		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
nil	none	Nil	Nil	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
IQAC does not received any contributions in the current year		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
<p>The following points contains the action plan of IQAC such as</p> <ol style="list-style-type: none"> Cleanless of water tanks. SOP guidelines issued by HP State Govt. or Govt. of India would be followed due to the increasing COVID-19 Cases. To write to the Govt. of H.P for starting add on courses. To install to intraction pannels in the College. All the Teachers were advised for conducting seminars and minor research projects from different centrel sponser schemes. 	<p>All the ponts given action plan were completed.</p>	
13.Whether the AQAR was placed before statutory body?	No	
<ul style="list-style-type: none"> Name of the statutory body 		

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	26/02/2022

15. Multidisciplinary / interdisciplinary

Our college is an affiliated to Himachal Pradesh University and the onus of curriculum designed and modification largely rest with the university. our college is aware of the increasing focus on multi and interdisciplinary approaches as enshrined in the National Education Policy 2020 to understand what the national vision is for the next more than two decades for different departments offer courses on gender with their specialized thrust. Similarly issues pertaining environment and values features in different courses from diverse perspectives understanding the need of extending infrastructure for the implementation of recommendations of the National Education Policy 2020, the college is already in the process of developing infrastructure of both the blocks, Science AND Commerce Block. The college is situated in the heart of urban area and functioning in two blocks.

16. Academic bank of credits (ABC):

Academic Bank of credits (A B C): The A B C is expected to be introduced by our affiliating Himachal Pradesh University in the coming sessions. in the coming sessions as and when that happens we shall follow their directions as per the latest notification of Himachal Pradesh University Shimla, since we are obliged to adhere their notifications. for now we are following the old routine introduced in CBCS 2013.

17. Skill development:

Many of our courses the college offers the BBA BCA programs also deliver transferable skills to students. All the faculty members develops skills of the students of the college by advising guiding and directing the students for improvements their weaknesses.

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

Many of our courses delivered an appropriate integration of Indian knowledge system teaching in Indian language. Indian knowledge

system find the place of pride in our curriculum through content deliver in many of our courses. the department of Sanskrit, English ,Hindi (yes surprisingly), history music ,science specially (ethno botanical and medicinal plants), economic and commerce (eco scenario and capital market at National and International level. Geography (environment, climate, eco system and Disaster Management) Physics and Chemistry are adding to their understanding in the larger context. Moreover a larger content are delivered in the classroom / laboratories in Hindi English and their mother tongues.

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

Focus on outcome based education : The college defines programme outcomes and courses and endeavours to meet the objectives of these programmes and courses.we tried to assess the sucess of these outcomes by evaluating our students progragression data to see if some of their outcomes are soinc with the exceptations of the college and the students . we also asses the outcomes through CCA and Co /Extra Curriculaer activities.

20.Distance education/online education:

Distance /Online Education: we do not have any provision for distance education but our college is providing online facility to attend the classes during COVID period.

Extended Profile

1.Programme

1.1	17
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1203
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	315
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	184
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	20
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	24
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	19
Total number of Classrooms and Seminar halls	
4.2	Rs 4.10843 lakhs
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	38
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college adheres to the curriculum and syllabus established by Himachal Pradesh University with whom it is affiliated. The entire academic session's schedule is created by the college time-table committee. After that, the faculty schedule is created by department heads and is approved by the principal. We have a good central library and students are encouraged to consult and issue books and our college subscribes to a sizable number of scientific, arts, and commercial journals. Additionally, we have the ability to conduct online lectures using high-speed internet video conferencing (lease line). All student, faculty, instructor, admissions, and result records are kept on file at the office. Keeping records of students' assessments, attendance, and other activities is the responsibility of teachers. For every club, society, and committee, record registers are kept. In these registers, meeting minutes and reports are kept. The website is maintained as the mainstay of important information. Records of planning, analysis, and action pertaining to processes for quality improvement and development must be kept up to date by the IQAC.

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

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

The college adheres to the academic calendar provided by the affiliating Himachal Pradesh University for the conduct of Continuous Internal Evaluation system. The college prepares academic calendar at college level in accordance with H.P. University in consultation with IQAC. The calendar includes the important dates for academic, cultural, and sporting activities as well as a tentative program. In accordance with the college academic calendar, each department creates its own academic time table. It includes dates for other components of Continuous Internal Evaluation (CIE) viz. assignments, seminars, and projects. The academic calendar is

uploaded on website for its dissemination to the staff and students. The institution adheres closely to university regulations regarding the CIE. The grievances related to CIE are addressed by the internal committee constituted by the college. The Academic Calendar for the 2020-21 sessions was altered and extended due to the Covid-19 Pandemic, and first- and second-year students were promoted based on their performance from the prior year and internal assessment. However, for the final year students the examinations were conducted following COVID SOPs keeping in view the student progression to different institutions of higher education.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

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

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

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

nil

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

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

nil

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

1.3 - Curriculum Enrichment

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

Following the curriculum provided by HPU, the college offers a

variety of subject curricula that address topics such as gender, human values, the environment, and sustainability.

1. Professional Ethics

To teach students how to behave with others and organizations in a professional setting, teachers employ case studies and projects. Professional ethics workshops are not arranged by the College's Training and Placement Cell due COVID-19.

2. Gender

Gender concerns form an integral component of the curriculum of Humanities. Participatory activities like declamation, poetry recitation, poster making, community outreach and gender sensitization activities are also organized by the college.

3. Human Values

The curriculum places a strong emphasis on teaching and developing the values of humanity, constitutional values, and Life Skills courses are also offered by the institution.

4. Environment and Sustainability

Environment Studies is now an Ability Enhancement Compulsory Course (AECC) in the first year curriculum, in accordance with the new UGC guideline. Language, Political Science, Economics, Geography, Zoology, and Botany curricula all address environmental issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

109

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

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

nil

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

E. None of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

E. Feedback not collected

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

4380

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

315

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college takes various initiatives to assess the learning levels of students and caters to the needs of advanced and slow learners. The conventional as well unconventional ways are adopted by the departments and the mentors. Written and oral tests, assignments,

group discussions, projects, student seminars etc. are included in the conventional ways. The areas of confusion of students are the indicators of their understanding level. The feedback, formal and informal, written and oral, helps in analyzing the learning level of students. The learning related queries of students are properly addressed by their respective mentors. The unconventional methods include acquiring background information about the student through parent-teacher meetings to understand whether any economic, physical health, and emotional issues are impacting his/her learning activities in any manner. For slow learners, interactive programmes, tutorial classes, extra lectures, special notes, problem solving classes, counseling by mentors are followed, while advanced learners are encouraged to participate in quiz competitions, group discussions, brain storming sessions, seminar presentations and they are also provided with advanced reference materials.

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

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

Number of Students	Number of Teachers
1203	20

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college promotes student centric methods to enhance the overall growth of students in following manner:

Experiential learning: Experimental learning can be enhanced via activities such as field visits, movie watching but in the year 2020, COVID19 triggered immense changes in the entire learning scenario. It forced students to shift from face-to-face learning to digital systems. The colleges were closed for most of the time during the session due to the pandemic. Many activities were

performed on online platforms like Google meet, Zoom etc. It was an altogether new experience for teachers as well as students.

Participative Learning: To promote participative learning activities like group discussions, debates are regularly held. Moreover this kind of bblearning is enhanced through co-curricular activities like role play, collage making, poster making, declamation etc online/offline mode.NCC and NSS programs also help the students by developing their organizational and management skills by sharing their experiences and analyzing their reflections .

Problem solving methodologies: Inquisitive nature of students can lead to innovations. To promote this virtue, activities like solving puzzles, assignments and quizzes are organized both online/offline mode.It motivates students to be a better learner in classroom as well as in life.

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

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

Information and communication technology is used to enhance, support and optimize the delivery of education.ICT tools such as projectors, computers, printers with photocopier machines, scanners, smart boards are used to help students for a better learning and performance The entire teaching-learning process was conducted online due to suspension of physical classes because of Covid-19. What'app group were created for the easy and fast delivery of information. The existing ICT faculties were fully utilized. All teachers were taking online classes by effectively using digital platforms viz. Google classroom, Zoom, Google Meet etc. It is necessary for students nowadays to master the latest technologies in order to meet the needs of professional life. Therefore the students are actively encouraged to make use of ICT facilities like preparing Power Point Presentations for seminar presentations. Students also interact with the teachers via these online platforms.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

20

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

2.4 - Teacher Profile and Quality

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

20

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

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

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

12

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

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

2.4.3.1 - Total experience of full-time teachers

224 years 134 months 370 days

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessments are designed for developing the subject knowledge of students as well as to improve their interpersonal skills. Internal assessments are conducted regularly in consistency with the college academic calendar and university notification. As per the guidelines of the affiliating Himachal Pradesh University Shimla, following is the criterion for internal assessment:

Student's attendance, writing skills (assignment), presentation skills (seminar) and knowledge levels (internal examination). A comprehensive evaluation of each mid-term examination is a crucial component in the Continuous Internal Evaluation system at the institutional level. A committee is formed to oversee the internal examination process, and the question papers are meticulously crafted by designated teachers, ensuring alignment with the prescribed syllabus, with a minimum of 75% coverage in the classroom. After assessment, the evaluated answer sheets are shared with students, fostering peer discussion and facilitating classroom

analysis.. For evaluating writing and presentations, different modes of internal assessments are followed by the departments, which include assignments, power-point presentations by students in the student seminars, surprise tests. Each department preserves all records of the internal assessment conducted during the academic session .This thorough analysis of each internal exam plays a significant role in enhancing the students' understanding and academic development.

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

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

The detailed criteria and breakdown of internal assessment are thoroughly communicated to students at the beginning of the session. Well in advance of the stipulated dates, the notice boards display the date sheets for mid-term tests, allowing ample time for student preparation. Following the tests, teachers address students' concerns and discrepancies by presenting the evaluated answer sheets, and retests are conducted for students facing unavoidable circumstances preventing their initial test participation. The final internal assessment marks are posted on the notice board before submission to the university.

Students are granted attendance concessions for sickness or involvement in extracurricular activities. The departments are consistently prepared to efficiently resolve any issues or grievances related to internal examinations transparently and promptly. In cases where students are dissatisfied with departmental explanations, they have the option to apply to the Principal, outlining their grievances.

The affiliating university operates a Grievance Redressal system, handling grievances related to university examinations in accordance with university procedures. Grievances concerning university examinations are submitted in writing by students and forwarded by the principal to the Controller of Examination at Himachal Pradesh University in Shimla.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

To ensure clarity regarding the curriculum's contents and scope for all stakeholders, the faculty at the institution has meticulously developed Course Outcomes (COs) and Programme Outcomes (POs) for the various programs available. These outcomes have undergone scrutiny by the respective Heads of Departments and have been communicated to students prior to the course commencement. During orientation programs held at the beginning of each academic session, students receive detailed information about the objectives and anticipated outcomes of each course.

The Course Outcomes specifically outline what students should have learned by the end of each course, aiding teachers in planning and delivering syllabus content efficiently and effectively.

Simultaneously, the COs provide students with a clear understanding of the expected standards they are meant to achieve. Additionally, each department has formulated Programme Specific Outcomes (PSOs) for the programs they offer. These PSOs delineate the knowledge and skills that a student is expected to possess in a particular subject upon completing their undergraduate or postgraduate studies.

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

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

The college employs a structured procedure for gathering and assessing data on program and course outcomes, involving the

following assessment methods: Course-level assessment is conducted through continuous evaluation, with assigned weights based on course objectives, learning outcomes, and pedagogy. Different components for continuous assessment are outlined and applied, ensuring a comprehensive evaluation. This rigorous assessment involves associating students' marks with their corresponding Course Outcomes. Additionally, the assessment process incorporates the weightage for the end examination (written or lab examination), depending on the type of course.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

184

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[Due to COVID cannot take student satisfaction survey.](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

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

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

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

NIL

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

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

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

01

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

NIL

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

1. NSS Unit celebrated International Yoga Day with community in online mode on 21 June 2020 in which 9 students participated.
2. NSS Unit organized cleanliness camping after lockdown of

COVID-19 around the adjoining area of college on 10 September 2020 in which 21 students participated.

3. NSS Unit organized plantation drive on dated 24 September 2020 in which 16 students participated.
4. TJCM Govt. College Sujapur Tihra organized COVID Vaccination drive for community on 29th June 2021 in which 200 students and teachers got vaccinated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

nil

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

04

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

223

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

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

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

There are 19 well ventilated and spacious classrooms with adequate desks, green board and a lecture stand in each classroom to accommodate approximate 80 students, 5 smart rooms with interactive board, projector screens, projector, internet facility for students, 6 science laboratories, 1 geography lab, 1 IT lab, 1 BCA lab having computers and internet, 1 music room, 1 well-stocked library with a reading space for 70 students, newspaper stand, 1 NAAC room/exams control room, 1 NSS room, 1 NCC room, 2 staff rooms, 2 girls common rooms, 1 physical education room, 1 gymnasium, 5 faculty rooms and 2 college canteens. There is a rain water harvesting tank of a storage capacity of 18000 liters since November 2016 and fire extinguisher have been installed.

ICT - Enabled Facilities: Adventa Rapid ERP fee software has been functional in our college. The FTTH optical fiber internet connections have been installed for faster connectivity. The IT lab is upgraded with computers and internet facility for students and teachers. All the science laboratories have been well equipped with latest digital instruments. Lecture/Seminar Hall with a projector and a projector screen having a seating capacity of 80 students is used to make learning effective.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

Cultural Facilities:Our college provides facilities like a dedicated well equipped music practice roomhaving all the important musical instruments to foster instrumental as well as vocal musical skills amongst our students. Facilities in terms of costumes, folk dresses, jewelry, wooden almirahsand props are also provided to the students to practice and perform folk dance- both solo and group.**Sports Facilities:**Games, sports and cultural activities play a prominent role in the overall development of the students. In addition to education these activities are essential for the wholesome development of the students.. In the recent years, the college has hosted many inter-college sports events like inter college kho-kho and judo championships etc. Our college is blessed with an ideal huge playground called 'CHOWGAN' present in the midst of the town. All the sports activities including inter and intra college competitions such as Kho-Kho, Judo, athletics, games and yoga are successfully organized here. The commerce block of the college has a dedicated physical education room, judo room and a gymnasium for our students. The institution has ample facilities for games, sports and cultural practices. Moreover, indoor area is also available in the college where students can also practice activities like table-tennis and yoga etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

06

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

06

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Our library is automated with state-of-the-art software SOUL 2.0, an integrated library management software for university libraries designed and developed by the INFLIBNET Centre. This user friendly software is compliant to international standards such as

- MARC 21 bibliographic format
- Unicode based Universal Character Sets for multilingual bibliographic records
- NCIP 2.0 and SIP 2 based protocols

The software supports cataloguing of electronic resources through user friendly on-line public access catalogue (OPAC). OPAC users can export their search results in PDF, MS Excel and MARCXML format.

Our library has a collection of 4404 general books, 2501 UGC books, 264 donated books (book bank) and have subscription of 09 newspapers with seating capacity of more than 70 students. The library is optimally used by the faculty and the students. There are almirahs of different subjects with text and reference books arranged in them. Students ensure that their library cards are up-to-date and often visit the library for books and newspapers. Teachers also visit the library as and when required. The visitor register kept at the entrance point has the detail of each visitor.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources E. None of the above

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

25

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

4.3 - IT Infrastructure

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

Our institution keeps updated its IT infrastructure and internet facility as and when required in the welfare of its students, teaching and non-teaching staff. There are 05 smart classrooms cum digitally equipped laboratories and 1 digitally equipped seminar hall in the college. Our computer labs are well equipped and accessible to students. The Commerce Block, Science Block, and Arts Block buildings are all equipped with Wi-Fi connectivity. Open Wi-Fi access is provided to all students and staff members of the college. Physics department is furnished with computer and related accessories. Teaching staff members use ICT in classrooms and laboratories as needed. Different educational sites are shared with students using digital devices, and students are also informed about e-resources from platforms like SWAYAM, NPTEL etc. The college office work is executed with the assistance of ICT, and the college ensures regular maintenance of its IT facilities. Some computer related updating works:

- Formatting of computers.
- Anti-virus software installed on all computers.
- Wi-Fi connectivity in principal room, office room, BCA and IT lab.
- CCTV cameras installation and maintenance.
- College website updating.
- Adventa Rapid ERP fee software made functional.
- Fully automated library with the integrated LMS SOUL 2.0 (Software for University Libraries) of INFLIBNET.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

38

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

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

Rs 4.09543 (LAKHS)

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

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

Our Labs are well equipped and maintained by SLA and LA. Our library is automated with state-of the-art software SOUL 2.0 having a collection of 4404 general books, 2501 UGC books, 264 donated books (book bank) and have subscription of 09 newspapers with seating capacity of more than 70 students. Our institution keeps updated its IT infrastructure and internet facility. There are 05 smart classrooms cum digitally equipped laboratories and 1 digitally equipped seminar hall in the college. Games, sports and cultural activities play a prominent role in the overall development of the students. Students are encouraged to take part in various intra-college as well as inter college sports and cultural activities. There is a dedicated well equipped music practice room having all the important musical instruments to foster instrumental as well as vocal musical skills amongst our students. Facilities in terms of costumes, folk dresses, jewelry, wooden almirahs and props are available for students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

21

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

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

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

nil

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

nil

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

E. None of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

03

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

08

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

nil

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

nil

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

national webinar on implementation of Swachta Action plan in higher education institution collaboration with MOHE GOVT OF INDIA on dated 28 October 2020

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

nil

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

nil

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

1.Vision:

The TJCM Govt College Sujapur is demonstrating its importance in the region's social and economic change. The college is dedicated to fostering in its students a comprehensive development that includes mental toughness, professional competence, social responsibility and

academic excellence.

2. Mission:

1. To make perfection visible by providing a high-quality education that develops character.
2. To give pupils the tools they need to meet societal demands and overcome life's obstacles.
3. To balance the adoption of new values with the preservation of traditional values in order to stay up with the advancement of science and technology.
4. Students are inspired to engage in a variety of extracurricular activities in order to promote the principles of social responsibility, healthy competition, and reciprocal cooperation.
5. The organization is dedicated to creating a setting that fosters creativity and camaraderie.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The organization uses participative management. Involvement in decision-making is enhanced for faculty, staff, students, PTA, and alumni at the college. The college's principal serves as its administrative and academic leader, with faculty and ministerial staff following. Numerous committees and cells oversee college operations. The convener or coordinator, five to ten faculty members, and one or two ministerial staff members make up each committee. Alums, technical members, external members, and CSCA members are also included in certain committees. These committees carry out their assigned tasks in accordance with State Government rules and regulations, including all codal formalities. Thus, the college decision-making process uses a thorough participatory approach.

Decentralization Every academic year, a number of committees and

cells are established to work independently toward the objectives and core values of the institution. A comprehensive list of the cells and committees is provided in section 6.2.1. They include those for student affairs, sports and extracurricular activities, academic administration, infrastructure development, research and finance, academic planning, and student affairs

Engagement: In addition to committees and cells, deans and heads of departments create and suggest plans for academic and developmental initiatives. Stakeholders, including community members, college alumni, guardians of students, and administrative staff, are represented on committees and cells

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college's vision and mission are centered on giving students a top-notch education. The IQAC and advisory committee create the college's perspective plan, which aims to offer inclusive and high-quality education. The institution attracts students from rural areas to study here. The school consistently works to support these students' overall growth, placing a particular emphasis on their academic performance. The college uses personality development and social orientation as its guiding principles to ensure that the desired quality is met. There is always a sincere attempt to uphold the academic merit. Regular performance reviews have been conducted for administrative employees and faculty members.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

Implementation of e-governance in areas of operations:

The use of information technology and digital tools to streamline government operations, improve public service delivery, and boost openness and accountability in the public sector is known as e-governance. When implemented successfully, e-governance entails restructuring government culture, processes, and service delivery to match digital-age citizen demand, making it more responsive, efficient, and responsible. We follow the recommended sites produced by Himachal Pradesh University and the Himachal Pradesh Government for different divisions.

1.Planning and Development-

Department of Higher Education, Shimla, H.P. and Himachal Pradesh University, Shimla, H.P.

2.Administration

Department of Higher Education, Shimla, H.P. and Himachal Pradesh University, Shimla, H.P.

3.Finance and Accounts-

Department of Higher Education, Shimla, H.P.

4.Student Admission and Support-

Himachal Pradesh University, Shimla

5.Examination

Himachal Pradesh University, Shimla

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Faculty Empowerment Strategies

As per the Government of Himachal Pradesh, the following welfare facilities are available to all permanent teaching and non- teaching staff members of the college.

There is full medical reimbursement of medical expenses including indoor medical treatment as per approved by Govt. of Himachal Pradesh.

Medical leave is given to employees as per the norms and there is also a provision of maternity/paternity leave as per the government norms.

GPF, gratuity and leave encashment are availed by retiring faculty as per H P govt. norms.

The department of education also provides opportunities to improve qualifications by providing study leave as per the guidelines of the Govt. of Himachal Pradesh.

GPF loans are sanctioned as per rules of Govt. of Himachal Pradesh

House Rent Allowance is given to those who don't get government accommodation.

Duty leave up to 14 days per year is given to the faculty members for attending seminars/ conferences /OP/RC.

All the employees are covered under GIS (General Insurance Scheme) and the premiums are deducted from their salary.

TA/DA is given to the employees whenever they go out for some official duty.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

no

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

nil

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

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

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

07

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Recruitment for both teaching and non-teaching staff is handled by the Public Service Commission and Staff Service Commission of the state government, respectively. The state's Directorate of Higher Education is responsible for overseeing their postings and service terms.

Evaluation of performance follows the Annual Performance-Based Appraisal System of the UGC. The principal of the college receives the annual self-assessment for a performance-based evaluation.

A confidential report is submitted to the Directorate of Higher Education by the college principal after reviewing the self-evaluation.

The Directorate uses API scores in accordance with UGC guidelines to determine promotions under the Career Advancement Scheme.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

As this institution is a Government College, funds are utilized strictly as per the financial rules and regulation of the state Government after performing all codal formalities. The college conducts regular internal and external financial audits to maintain the transparency in the expenditure as per the direction of Government of Himachal Pradesh. The Principal monitors the proper division and utilization of all funds. Various committees such as Advisory committee, Purchase committee are also constituted for proper utilization of these funds. The bursar of the college also look after the financial matters. For the utilization of PTA fund, approval of the PTA Executive is pre-requisite and the PTA secretary keeps necessary records related to the utilization of funds. It is ensured by the Principal that all funds are utilized for the developmental activities of the college and for the welfare of the students. The funds generated through self-financing courses are utilized after the approval of the HEIS management committee.

The external audit of the Government funds is done by the auditors from the office of the Accountant General (AG) of Himachal Pradesh Shimla. The audit of PTA and HEIS funds is done by the registered Chartered Accountants. HEIS audit takes place on dated 01/04 2020 to 31/03/2021 while PTA audit by registered CA takes place up to 31-03-2021. External audit by AG officials completed up to dated

31/03/2020. AG officials send their objections through the Director, Departments of Higher Education, some of them have been settled and some are still in process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The state's Department of Higher Education provides the college with its annual budget because it is a state government college. This covers the majority of the college's ongoing costs for salaries, maintenance, and other expenses.

Our revenue is largely derived from self-financing courses such as BBA and BCA.

The Amalgamated Fund and the Parent Teacher Association (PTA) help the college raise extra funds (AF).

Fine revenue is kept separate and used for a variety of student development and welfare initiatives.

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

6.5 - Internal Quality Assurance System

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

Contribution to quality assurance strategies and processes

Designed the College's five-year Prospective Plan with the goal of raising the standard of instruction overall. Developed a perspective plan for the college that highlights its goals and mission while paving the way for its long-term growth and sustainability. Formulated a Students Charter outlining expectations for both the College and the students themselves. Formulated a code of conduct for both staff and pupils. Develop and execute an Academic Calendar every year that includes both extracurricular and curriculum activities for the students' overall growth. Update the college website to provide the most transparency and information possible. Make sure the NAAC AQAR reports are submitted on time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The IQAC organized resources for the establishment of this institution and kept an eye on its advancement. Plans and policies were discussed for improving academic quality and infrastructure during the cell's periodic meetings. It was decided to entrust the committees with carrying out these plans and policies. To make sure that these plans and decisions—such as the teaching-learning process, operational structures and procedures, and learning outcomes—are completed or implemented, the IQAC also conducted periodic review meetings through its various Staff Council

committees. Internal student assessments and attendance are tracked and reviewed on a regular basis. Various quality initiatives for improving the teaching-learning process have been taken by the college i.e., Organization of seminars, workshops, faculty enrichment programs and training for faculty as well as students. Feedback collected from students and stakeholders were also analyzed at the meetings of IQAC and necessary steps were taken to improve teaching learning process. Besides this, the college has made strong initiatives to strengthen the library and ICT facility to the students. The books of different subjects have been purchased as recommended by the teachers for the library. Besides this, ICT facility has been boosted by increasing more number of smart class rooms and making campus Wi-Fi enabled.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Instituted Prevention of Sexual Harassment (POSH) and Women's Cell in the college. Instituted Internal Complaints Committee (ICC) for receiving complaints related to sexual harassment and discrimination. Display boards at several places in the college with information about the POSH Committee and phone numbers of ICC members. Women's Cell teacher members make themselves available for personal counselling as per the notified schedule. During the Covid-19 pandemic, the students stayed home and attended classes online for most of the year. Gender Champions, both, male and female students, are instructed by the Women's Cell every year to lead gender sensitisation awareness.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

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

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

The institution has adopted measures to create an environment friendly campus..It implements effective waste management strategies by following waste segregation and recycling practices. Solid Waste

Management: The different waste generated in the college includes biodegradable, non-degradable, Lab waste and e-waste. Biodegradable waste includes Wood, human waste, and paper etc. Whereas Non-degradable waste comprises of glass, plastic from packing's, metals etc. Every floor, classroom, staff room, offices, laboratories, canteen and different places of the campus are provided with dustbins for different category waste. Sweepers have given the responsibilities of managing wastes. All solid waste from the institution and canteen is segregated at source and disposed of regularly and through proper channel. The college follows the same for liquid waste as the solid waste. Dustbins for liquid wastes are allocated for places to put the liquid waste and it is disposed of in proper manner. Chemical wastes coming out of laboratories are disposed of by draining these into made sook pits. Recycling is a way to reduce waste in the institution, Recyclable waste includes paper, glass, metal pieces, rubber etc. For this committee is constituted in the college who manages the affairs of selling out this waste to the scrap dealer monthly.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our institution made every possible effort to provide an inclusive environment for everyone with tolerance and harmony towards cultural, linguistic, communal, socioeconomic and other diversities. It caters the need of education for the students of rural area of three districts i.e Hamirpur, Mandi and Kangra and shows the regional diversities itself. Different Cultural and sports activities like CSCA cultural function and Annual athlete meet organized in the college to promote the harmony toward each other. Different commemorative days i.e Women's day, International Yoga day, AIDS day, Armed force flag Day, Republic day Independence day, Van Mahotsava, NSS day, Hindi divas etc which establishes the positive interaction among the students. It could not be managed in this session due to COVID-19.

Equal opportunity cell of the college ensures the equal opportunity to the student of disadvantage group with respect to academic, financial, social and other matter and therefore enhances the diversities and inclusive environment.

Women grievance redressal cell of the college deals with the grievance of the female without considering anyone's racial cultural or socioeconomic background.

College has separate code of ethics for the students which has to be followed by each of them irrespective of their cultural, regional and linguistic.

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

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our Institution has organised several activities for fostering as well as inculcating Values, ethics, a sense of rights and duties not only in students but also in teachers through Celebrating Constitutional days, by repeating the preamble: The Introduction of Constitution among the students, time to time .Teachers delivered talks about duties and fundamental rights. students are made aware towards duties and rights to the their peer groups as well as for the Institution. Even the head of the Institution too aware students and teachers regarding values, ethics, rights and duties. Anti Ragging banners and hoardings displayed in College Compus binds the students in bourderies about their rights and duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff **A. All of the above**

4. Annual awareness programmes on Code of Conduct are organized

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

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

Independence Day in India occurs on August 15 of every year. It celebrates the date in 1947 when the Indian Independence Act came into effect, which established India and Pakistan as separate countries, no longer under British imperialist rule. India's gaining of independence was a tryst with destiny, as the struggle for freedom was a long and tiresome one, witnessing the sacrifices of many freedom fighters, who laid down their lives on the line. This day serves as a powerful reminder of the nation's liberation from British colonial rule after nearly two centuries. Every year on August 15, people across India celebrate Independence Day to commemorate the country's independence from British colonial rule.

Republic Day celebration

Some activities performed in college on Republic Day are organizing quiz competitions, singing patriotic songs, performing skits and dances, flag hoisting ceremonies, and other cultural activities.

colleageorganize various activities to inculcate patriotism among students. Republic Day symbolizes the unity in diversity of India and reflects the ideals of justice, liberty, equality, and fraternity.

World Environment Day, held annually on 5 June, brings together millions of people from across the globe, engaging them in the effort to protect and restore the Earth.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

(i) During corona the volunteers of GDC Sujampur spread awareness through Arogya Setu App, Posters, slogans and making of face cover masks.

Online meeting with Sh. Govind Singh Thakur former Education minister of HP with NSS Program officers.

Miss Apsra Saswat had made 1000 face cover masks..

NSS volunteers aware people to wear face cover and also distributed masks . Several NSS volunteers of the college share learning on Mission Digital Coroaware masti ki Pathshala and successful 100 days traing attended.

(ii) During covid-19 Professor Manohar Lal Sharma and some students of the department of music made a song for the National Holi Fair "Chal Mele Naal Jana". The main purposes of the song are to urge people visit in the fair by the different villages, districts and states of the country, spend good time with the Community, to promote the trade of handloom products, exchange different food, culture, custom and rituals. This song also helped people in coming out of the fear and the tensions of the pandemic.music department headedby prof. manohar sharma tries his best to aware students about culture and its upliftment.time to time various activities are organised to enrich cultural enrichment and rooted students in culture.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

1. Formal aspects of leadership training. Our teaching-learning and assessment approach goes beyond just lectures and exams. There are seminars and presentations, quizzes, debates and discussions, and group assignments.
2. Democratic student leadership. The college has a vibrant College Student Central Association (CSCA) and various independent political student organisations such as ABVP, NSUI and SFI. These organisations collectively, or individually, act as the voice of students in the organisational decision-making. These organisations act as nurseries for developing leadership qualities and democratic values in the students.
3. Organisational leadership and management skills. catering to diverse interests. In these clubs and societies, students take the charge of planning and execution of programmes and activities. Students form groups and divide responsibilities for tasks such as scheduling, guest arrangements, transportation and catering, community and administrative permissions.
4. Community and social leadership. Under the aegis of the bodies described above the students frequently engage with the community for social outreach activities. The students learn to cultivate mutual trust and bring about collective action
5. Social capital and self-worth. The college has highly active NSS, NCC and Rovers and Rangers units. These units, collectively and with their individual volunteers, have won accolades and distinguished themselves at the state and national levels.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college adheres to the curriculum and syllabus established by Himachal Pradesh University with whom it is affiliated. The entire academic session's schedule is created by the college time-table committee. After that, the faculty schedule is created by department heads and is approved by the principal. We have a good central library and students are encouraged to consult and issue books and our college subscribes to a sizable number of scientific, arts, and commercial journals. Additionally, we have the ability to conduct online lectures using high-speed internet video conferencing (lease line). All student, faculty, instructor, admissions, and result records are kept on file at the office. Keeping records of students' assessments, attendance, and other activities is the responsibility of teachers. For every club, society, and committee, record registers are kept. In these registers, meeting minutes and reports are kept. The website is maintained as the mainstay of important information. Records of planning, analysis, and action pertaining to processes for quality improvement and development must be kept up to date by the IQAC.

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

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

The college adheres to the academic calendar provided by the affiliating Himachal Pradesh University for the conduct of Continuous Internal Evaluation system. The college prepares academic calendar at college level in accordance with H.P. University in consultation with IQAC. The calendar includes the important dates for academic, cultural, and sporting activities as well as a tentative program. In accordance with the college academic calendar, each department creates its own academic time

table. It includes dates for other components of Continuous Internal Evaluation (CIE) viz. assignments, seminars, and projects. The academic calendar is uploaded on website for its dissemination to the staff and students. The institution adheres closely to university regulations regarding the CIE. The grievances related to CIE are addressed by the internal committee constituted by the college. The Academic Calendar for the 2020-21 sessions was altered and extended due to the Covid-19 Pandemic, and first- and second-year students were promoted based on their performance from the prior year and internal assessment. However, for the final year students the examinations were conducted following COVID SOPs keeping in view the student progression to different institutions of higher education.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

D. Any 1 of the above

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

17

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

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

nil

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

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

nil

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

1.3 - Curriculum Enrichment

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

Following the curriculum provided by HPU, the college offers a variety of subject curricula that address topics such as gender, human values, the environment, and sustainability.

1. Professional Ethics

To teach students how to behave with others and organizations in a professional setting, teachers employ case studies and projects. Professional ethics workshops are not arranged by the College's Training and Placement Cell due COVID-19.

2. Gender

Gender concerns form an integral component of the curriculum of Humanities. Participatory activities like declamation, poetry recitation, poster making, community outreach and gender sensitization activities are also organized by the college.

3. Human Values

The curriculum places a strong emphasis on teaching and developing the values of humanity, constitutional Values, and Life Skills courses are also offered by the institution.

4. Environment and Sustainability

Environment Studies is now an Ability Enhancement Compulsory Course (AECC) in the first year curriculum, in accordance with the new UGC guideline. Language, Political Science, Economics, Geography, Zoology, and Botany curricula all address environmental issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

109

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

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

nil

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

E. None of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows

E. Feedback not collected

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

4380

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

315

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college takes various initiatives to assess the learning levels of students and caters to the needs of advanced and slow learners. The conventional as well unconventional ways are adopted by the departments and the mentors. Written and oral tests, assignments, group discussions, projects, student seminars etc. are included in the conventional ways. The areas of confusion of students are the indicators of their understanding level. The feedback, formal and informal, written and oral, helps in analyzing the learning level of students. The learning related queries of students are properly addressed by their respective mentors. The unconventional methods include acquiring background information about the student through parent-teacher meetings to understand whether any economic, physical health, and emotional issues are impacting his/her learning activities in any manner. For slow learners, interactive programmes, tutorial classes, extra lectures, special notes, problem solving classes, counseling by mentors are followed, while advanced learners are encouraged to participate in quiz competitions, group discussions, brain storming sessions, seminar presentations and they are also provided with advanced reference materials.

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

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

Number of Students	Number of Teachers
1203	20

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college promotes student centric methods to enhance the overall growth of students in following manner:

Experiential learning: Experimental learning can be enhanced via activities such as field visits, movie watching but in the year 2020, COVID19 triggered immense changes in the entire learning scenario. It forced students to shift from face-to-face learning to digital systems. The colleges were closed for most of the time during the session due to the pandemic. Many activities were performed on online platforms like Google meet, Zoom etc. It was an altogether new experience for teachers as well as students.

Participative Learning: To promote participative learning activities like group discussions, debates are regularly held. Moreover this kind of bblearning is enhanced through co-curricular activities like role play, collage making, poster making, declamation etc online/offline mode.NCC and NSS programs also help the students by developing their organizational and management skills by sharing their experiences and analyzing their reflections .

Problem solving methodologies: Inquisitive nature of students can lead to innovations. To promote this virtue, activities like solving puzzles,assignments and quizzes are organized both online/offline mode.It motivates students to be a better learner in classroom as well as in life.

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

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

Information and communication technology is used to enhance,

support and optimize the delivery of education. ICT tools such as projectors, computers, printers with photocopier machines, scanners, smart boards are used to help students for a better learning and performance. The entire teaching-learning process was conducted online due to suspension of physical classes because of Covid-19. What'sapp group were created for the easy and fast delivery of information. The existing ICT faculties were fully utilized. All teachers were taking online classes by effectively using digital platforms viz. Google classroom, Zoom, Google Meet etc. It is necessary for students nowadays to master the latest technologies in order to meet the needs of professional life. Therefore the students are actively encouraged to make use of ICT facilities like preparing Power Point Presentations for seminar presentations. Students also interact with the teachers via these online platforms.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

20

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

2.4 - Teacher Profile and Quality

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

20

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

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

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

12

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

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

2.4.3.1 - Total experience of full-time teachers

224 years 134 months 370 days

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessments are designed for developing the subject knowledge of students as well as to improve their interpersonal skills. Internal assessments are conducted regularly in consistency with the college academic calendar and university notification. As per the guidelines of the affiliating Himachal Pradesh University Shimla, following is the criterion for internal assessment:

Student's attendance, writing skills (assignment), presentation skills (seminar) and knowledge levels (internal examination). A comprehensive evaluation of each mid-term examination is a crucial component in the Continuous Internal Evaluation system at the institutional level. A committee is formed to oversee the internal examination process, and the question papers are meticulously crafted by designated teachers, ensuring alignment with the prescribed syllabus, with a minimum of 75% coverage in the classroom. After assessment, the evaluated answer sheets are shared with students, fostering peer discussion and facilitating classroom analysis.. For evaluating writing and presentations, different modes of internal assessments are followed by the departments, which include assignments, power-point presentations by students in the student seminars, surprise tests. Each department preserves all records of the internal assessment conducted during the academic session .This thorough analysis of each internal exam plays a significant role in enhancing the students' understanding and academic development.

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

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

The detailed criteria and breakdown of internal assessment are thoroughly communicated to students at the beginning of the session. Well in advance of the stipulated dates, the notice boards display the date sheets for mid-term tests, allowing ample time for student preparation. Following the tests, teachers address students' concerns and discrepancies by presenting the evaluated answer sheets, and retests are conducted for students facing unavoidable circumstances preventing their initial test participation. The final internal assessment marks are posted on the notice board before submission to the university.

Students are granted attendance concessions for sickness or involvement in extracurricular activities. The departments are consistently prepared to efficiently resolve any issues or grievances related to internal examinations transparently and promptly. In cases where students are dissatisfied with departmental explanations, they have the option to apply to the Principal, outlining their grievances.

The affiliating university operates a Grievance Redressal system, handling grievances related to university examinations in accordance with university procedures. Grievances concerning university examinations are submitted in writing by students and forwarded by the principal to the Controller of Examination at Himachal Pradesh University in Shimla.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

To ensure clarity regarding the curriculum's contents and scope for all stakeholders, the faculty at the institution has meticulously developed Course Outcomes (COs) and Programme Outcomes (POs) for the various programs available. These outcomes have undergone scrutiny by the respective Heads of Departments and have been communicated to students prior to the course commencement. During orientation programs held at the beginning of each academic session, students receive detailed information about the objectives and anticipated outcomes of each course.

The Course Outcomes specifically outline what students should have learned by the end of each course, aiding teachers in planning and delivering syllabus content efficiently and effectively.

Simultaneously, the COs provide students with a clear understanding of the expected standards they are meant to

achieve. Additionally, each department has formulated Programme Specific Outcomes (PSOs) for the programs they offer. These PSOs delineate the knowledge and skills that a student is expected to possess in a particular subject upon completing their undergraduate or postgraduate studies.

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

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

The college employs a structured procedure for gathering and assessing data on program and course outcomes, involving the following assessment methods: Course-level assessment is conducted through continuous evaluation, with assigned weights based on course objectives, learning outcomes, and pedagogy. Different components for continuous assessment are outlined and applied, ensuring a comprehensive evaluation. This rigorous assessment involves associating students' marks with their corresponding Course Outcomes. Additionally, the assessment process incorporates the weightage for the end examination (written or lab examination), depending on the type of course.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

184

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[Due to COVID cannot take student satisfaction survey.](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

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

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

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

NIL

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

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

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

01

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

NIL

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

NIL

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

1. NSS Unit celebrated International Yoga Day with community in online mode on 21 June 2020 in which 9 students participated.
2. NSS Unit organized cleanliness camping after lockdown of COVID-19 around the adjoining area of college on 10 September 2020 in which 21 students participated.
3. NSS Unit organized plantation drive on dated 24 September 2020 in which 16 students participated.
4. TJCM Govt. College Sujampur Tihra organized COVID Vaccination drive for community on 29th June 2021 in which 200 students and teachers got vaccinated.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

nil

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

04

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

223

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

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

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

There are 19 well ventilated and spacious classrooms with adequate desks, green board and a lecture stand in each classroom to accommodate approximate 80 students, 5 smart rooms with interactive board, projector screens, projector, internet facility for students, 6 science laboratories, 1 geography lab, 1 IT lab, 1 BCA lab having computers and internet, 1 music room, 1

well-stocked library with a reading space for 70 students, newspaper stand, 1 NAAC room/exams control room, 1 NSS room, 1 NCC room, 2 staff rooms, 2 girls common rooms, 1 physical education room, 1 gymnasium, 5 faculty rooms and 2 college canteens. There is a rain water harvesting tank of a storage capacity of 18000 liters since November 2016 and fire extinguisher have been installed.

ICT - Enabled Facilities: Adventa Rapid ERP fee software has been functional in our college. The FTTH optical fiber internet connections have been installed for faster connectivity. The IT lab is upgraded with computers and internet facility for students and teachers. All the science laboratories have been well equipped with latest digital instruments. Lecture/Seminar Hall with a projector and a projector screen having a seating capacity of 80 students is used to make learning effective.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

Cultural Facilities:Our college provides facilities like a dedicated well equipped music practice room having all the important musical instruments to foster instrumental as well as vocal musical skills amongst our students. Facilities in terms of costumes, folk dresses, jewelry, wooden almirahs and props are also provided to the students to practice and perform folk dance- both solo and group. **Sports Facilities:** Games, sports and cultural activities play a prominent role in the overall development of the students. In addition to education these activities are essential for the wholesome development of the students.. In the recent years, the college has hosted many inter-college sports events like inter college kho-kho and judo championships etc. Our college is blessed with an ideal huge playground called 'CHOWGAN' present in the midst of the town. All the sports activities including inter and intra college competitions such as Kho-Kho, Judo, athletics, games and yoga are successfully organized here. The commerce block of the college has a dedicated physical education room, judo room and a gymnasium for our students. The institution has ample facilities for games, sports and cultural

practices. Moreover, indoor area is also available in the college where students can also practice activities like table-tennis and yoga etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

06

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

06

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

NIL

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Our library is automated with state-of-the-art software SOUL 2.0, an integrated library management software for university libraries designed and developed by the INFLIBNET Centre. This user friendly software is compliant to international standards such as

- MARC 21 bibliographic format
- Unicode based Universal Character Sets for multilingual bibliographic records
- NCIP 2.0 and SIP 2 based protocols

The software supports cataloguing of electronic resources through user friendly on-line public access catalogue (OPAC). OPAC users can export their search results in PDF, MS Excel and MARCXML format.

Our library has a collection of 4404 general books, 2501 UGC books, 264 donated books (book bank) and have subscription of 09 newspapers with seating capacity of more than 70 students. The library is optimally used by the faculty and the students. There are almirahs of different subjects with text and reference books arranged in them. Students ensure that their library cards are up-to-date and often visit the library for books and newspapers. Teachers also visit the library as and when required. The visitor register kept at the entrance point has the detail of each visitor.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	E. None of the above
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File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

25

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

4.3 - IT Infrastructure

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

Our institution keeps updated its IT infrastructure and internet facility as and when required in the welfare of its students, teaching and non-teaching staff. There are 05 smart classrooms cum digitally equipped laboratories and 1 digitally equipped seminar hall in the college. Our computer labs are well equipped

and accessible to students. The Commerce Block, Science Block, and Arts Block buildings are all equipped with Wi-Fi connectivity. Open Wi-Fi access is provided to all students and staff members of the college. Physics department is furnished with computer and related accessories. Teaching staff members use ICT in classrooms and laboratories as needed. Different educational sites are shared with students using digital devices, and students are also informed about e-resources from platforms like SWAYAM, NPTEL etc. The college office work is executed with the assistance of ICT, and the college ensures regular maintenance of its IT facilities. Some computer related updating works:

- Formatting of computers.
- Anti-virus software installed on all computers.
- Wi-Fi connectivity in principal room, office room, BCA and IT lab.
- CCTV cameras installation and maintenance.
- College website updating.
- Adventa Rapid ERP fee software made functional.
- Fully automated library with the integrated LMS SOUL 2.0 (Software for University Libraries) of INFLIBNET.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

38

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

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

Rs 4.09543 (LAKHS)

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

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

Our Labs are well equipped and maintained by SLA and LA. Our library is automated with state-of the-art software SOUL 2.0 having a collection of 4404 general books, 2501 UGC books, 264 donated books (book bank) and have subscription of 09 newspapers with seating capacity of more than 70 students. Our institution keeps updated its IT infrastructure and internet facility. There are 05 smart classrooms cum digitally equipped laboratories and 1 digitally equipped seminar hall in the college. Games, sports and cultural activities play a prominent role in the overall development of the students. Students are encouraged to take part in various intra-college as well as inter college sports and cultural activities. There is a dedicated well equipped music practice room having all the important musical instruments to foster instrumental as well as vocal musical skills amongst our students. Facilities in terms of costumes, folk dresses, jewelry, wooden almirahs and props are available for students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

21

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

21

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

<p>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</p>	<p>E. none of the above</p>
--	------------------------------------

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

nil

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

nil

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

<p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p>	<p>E. None of the above</p>
--	------------------------------------

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

03

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

08

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year	
nil	
File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	
nil	
File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded
5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)	
national webinar on implementation of Swachta Action plan in higher education institution collaboration with MOHE GOVT OF INDIA on dated 28 October 2020	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)	
5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year	
nil	
File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded
5.4 - Alumni Engagement	
5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services	
nil	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded
5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	No File Uploaded
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	

1.Vision:

The TJCM Govt College Sujapur is demonstrating its importance in the region's social and economic change. The college is dedicated to fostering in its students a comprehensive development that includes mental toughness, professional competence, social responsibility and academic excellence.

2. Mission:

1. To make perfection visible by providing a high-quality education that develops character.
2. To give pupils the tools they need to meet societal demands and overcome life's obstacles.
3. To balance the adoption of new values with the preservation of traditional values in order to stay up with the advancement of science and technology.
4. Students are inspired to engage in a variety of extracurricular activities in order to promote the principles of social responsibility, healthy competition, and reciprocal cooperation.
5. The organization is dedicated to creating a setting that fosters creativity and camaraderie.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The organization uses participative management. Involvement in decision-making is enhanced for faculty, staff, students, PTA, and alumni at the college. The college's principal serves as its administrative and academic leader, with faculty and ministerial staff following. Numerous committees and cells oversee college operations. The convener or coordinator, five to ten faculty members, and one or two ministerial staff members make up each committee. Alums, technical members, external members, and CSCA

members are also included in certain committees. These committees carry out their assigned tasks in accordance with State Government rules and regulations, including all codal formalities. Thus, the college decision-making process uses a thorough participatory approach.

Decentralization Every academic year, a number of committees and cells are established to work independently toward the objectives and core values of the institution. A comprehensive list of the cells and committees is provided in section 6.2.1. They include those for student affairs, sports and extracurricular activities, academic administration, infrastructure development, research and finance, academic planning, and student affairs

Engagement: In addition to committees and cells, deans and heads of departments create and suggest plans for academic and developmental initiatives. Stakeholders, including community members, college alumni, guardians of students, and administrative staff, are represented on committees and cells

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college's vision and mission are centered on giving students a top-notch education. The IQAC and advisory committee create the college's perspective plan, which aims to offer inclusive and high-quality education. The institution attracts students from rural areas to study here. The school consistently works to support these students' overall growth, placing a particular emphasis on their academic performance. The college uses personality development and social orientation as its guiding principles to ensure that the desired quality is met. There is always a sincere attempt to uphold the academic merit. Regular performance reviews have been conducted for administrative employees and faculty members.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Implementation of e-governance in areas of operations:

The use of information technology and digital tools to streamline government operations, improve public service delivery, and boost openness and accountability in the public sector is known as e-governance. When implemented successfully, e-governance entails restructuring government culture, processes, and service delivery to match digital-age citizen demand, making it more responsive, efficient, and responsible. We follow the recommended sites produced by Himachal Pradesh University and the Himachal Pradesh Government for different divisions.

1.Planning and Development-

Department of Higher Education, Shimla, H.P. and Himachal Pradesh University, Shimla, H.P.

2.Administration

Department of Higher Education, Shimla, H.P. and Himachal Pradesh University, Shimla, H.P.

3.Finance and Accounts-

Department of Higher Education, Shimla, H.P.

4.Student Admission and Support-

Himachal Pradesh University, Shimla

5.Examination

Himachal Pradesh University, Shimla

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Faculty Empowerment Strategies

As per the Government of Himachal Pradesh, the following welfare facilities are available to all permanent teaching and non-teaching staff members of the college.

There is full medical reimbursement of medical expenses including indoor medical treatment as per approved by Govt. of Himachal Pradesh.

Medical leave is given to employees as per the norms and there is also a provision of maternity/paternity leave as per the government norms.

GPF, gratuity and leave encashment are availed by retiring faculty as per H P govt. norms.

The department of education also provides opportunities to improve qualifications by providing study leave as per the guidelines of the Govt. of Himachal Pradesh.

GPF loans are sanctioned as per rules of Govt. of Himachal Pradesh

House Rent Allowance is given to those who don't get government accommodation.

Duty leave up to 14 days per year is given to the faculty members for attending seminars/ conferences /OP/RC.

All the employees are covered under GIS (General Insurance Scheme) and the premiums are deducted from their salary.

TA/DA is given to the employees whenever they go out for some official duty.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

no

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year	
nil	
File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded
6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)	
6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year	
07	
File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File
6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff	
Recruitment for both teaching and non-teaching staff is handled	

by the Public Service Commission and Staff Service Commission of the state government, respectively. The state's Directorate of Higher Education is responsible for overseeing their postings and service terms.

Evaluation of performance follows the Annual Performance-Based Appraisal System of the UGC. The principal of the college receives the annual self-assessment for a performance-based evaluation.

A confidential report is submitted to the Directorate of Higher Education by the college principal after reviewing the self-evaluation.

The Directorate uses API scores in accordance with UGC guidelines to determine promotions under the Career Advancement Scheme.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

As this institution is a Government College, funds are utilized strictly as per the financial rules and regulation of the state Government after performing all codal formalities. The college conducts regular internal and external financial audits to maintain the transparency in the expenditure as per the direction of Government of Himachal Pradesh. The Principal monitors the proper division and utilization of all funds. Various committees such as Advisory committee, Purchase committee are also constituted for proper utilization of these funds. The bursar of the college also look after the financial matters. For the utilization of PTA fund, approval of the PTA Executive is pre-requisite and the PTA secretary keeps necessary records related to the utilization of funds. It is ensured by the Principal that all funds are utilized for the developmental activities of the college and for the welfare of the students. The funds generated through self-financing courses are utilized after the approval of the HEIS management committee.

The external audit of the Government funds is done by the auditors from the office of the Accountant General (AG) of Himachal Pradesh Shimla. The audit of PTA and HEIS funds is done by the registered Chartered Accountants. HEIS audit takes place on dated 01/04 2020 to 31/03/2021 while PTA audit by registered CA takes place up to 31-03-2021. External audit by AG officials completed up to dated 31/03/2020. AG officials send their objections through the Director, Departments of Higher Education, some of them have been settled and some are still in process.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

nil

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The state's Department of Higher Education provides the college with its annual budget because it is a state government college. This covers the majority of the college's ongoing costs for salaries, maintenance, and other expenses.

Our revenue is largely derived from self-financing courses such as BBA and BCA.

The Amalgamated Fund and the Parent Teacher Association (PTA) help the college raise extra funds (AF).

Fine revenue is kept separate and used for a variety of student development and welfare initiatives.

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

6.5 - Internal Quality Assurance System

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

Contribution to quality assurance strategies and processes

Designed the College's five-year Prospective Plan with the goal of raising the standard of instruction overall. Developed a perspective plan for the college that highlights its goals and mission while paving the way for its long-term growth and sustainability. Formulated a Students Charter outlining expectations for both the College and the students themselves. Formulated a code of conduct for both staff and pupils. Develop and execute an Academic Calendar every year that includes both extracurricular and curriculum activities for the students' overall growth. Update the college website to provide the most transparency and information possible. Make sure the NAAC AQAR reports are submitted on time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The IQAC organized resources for the establishment of this institution and kept an eye on its advancement. Plans and policies were discussed for improving academic quality and infrastructure during the cell's periodic meetings. It was decided to entrust the committees with carrying out these plans

and policies. To make sure that these plans and decisions—such as the teaching-learning process, operational structures and procedures, and learning outcomes—are completed or implemented, the IQAC also conducted periodic review meetings through its various Staff Council committees. Internal student assessments and attendance are tracked and reviewed on a regular basis. Various quality initiatives for improving the teaching-learning process have been taken by the college i.e., Organization of seminars, workshops, faculty enrichment programs and training for faculty as well as students. Feedback collected from students and stakeholders were also analyzed at the meetings of IQAC and necessary steps were taken to improve teaching learning process. Besides this, the college has made strong initiatives to strengthen the library and ICT facility to the students. The books of different subjects have been purchased as recommended by the teachers for the library. Besides this, ICT facility has been boosted by increasing more number of smart class rooms and making campus Wi-Fi enabled.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

<p>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Instituted Prevention of Sexual Harassment (POSH) and Women's Cell in the college. Instituted Internal Complaints Committee (ICC) for receiving complaints related to sexual harassment and discrimination. Display boards at several places in the college with information about the POSH Committee and phone numbers of ICC members. Women's Cell teacher members make themselves available for personal counselling as per the notified schedule. During the Covid-19 pandemic, the students stayed home and attended classes online for most of the year. Gender Champions, both, male and female students, are instructed by the Women's Cell every year to lead gender sensitisation awareness.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/

D. Any 1 of the above

power efficient equipment	
File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded
<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p> <p>The institution has adopted measures to create an environment friendly campus..It implements effective waste management strategies by following waste segregation and recycling practices. Solid Waste Management: The different waste generated in the college includes biodegradable, non-degradable, Lab waste and e-waste. Biodegradable waste includes Wood, human waste, and paper etc. Whereas Non-degradable waste comprises of glass, plastic from packing's, metals etc. Every floor, classroom, staff room, offices, laboratories, canteen and different places of the campus are provided with dustbins for different category waste .Sweepers have given the responsibilities of managing wastes .. All solid waste from the institution and canteen is segregated at source and dispose of regularly and through proper channel. The college follows the same for liquid waste as the solid waste. Dustbins for liquid wastes are allocated for places to put the liquid waste and it is dispose of in proper manner. Chemical wastes coming out of laboratories are disposed of by draining these into made sook pits. Recycling is a way to reduce waste in the institution, Recyclable waste includes paper, , glass, metal pieces, rubber etc. For this committee is constituted in the college who manages the affairs of selling out this waste to the scrap dealer monthly.</p>	
File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File
7.1.4 - Water conservation facilities available	B. Any 3 of the above

**in the Institution: Rain water harvesting
Bore well /Open well recharge Construction
of tanks and bunds Waste water recycling
Maintenance of water bodies and
distribution system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:	A. Any 4 or All of the above
<ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our institution made every possible effort to provide an inclusive environment for everyone with tolerance and harmony towards cultural, linguistic, communal, socioeconomic and other diversities. It caters the need of education for the students of rural area of three districts i.e Hamirpur, Mandi and Kangra and

shows the regional diversities itself. Different Cultural and sports activities like CSCA cultural function and Annual athlete meet organized in the college to promote the harmony toward each other. Different commemorative days i.e Women's day, International Yoga day, AIDS day, Armed force flag Day, Republic day Independence day, Van Mahotsava, NSS day, Hindi divas etc which establishes the positive interaction among the students. It could not be managed in this session due to COVID-19.

Equal opportunity cell of the college ensures the equal opportunity to the student of disadvantage group with respect to academic, financial, social and other matter and therefore enhances the diversities and inclusive environment.

Women grievance redressal cell of the college deals with the grievance of the female without considering anyone's racial cultural or socioeconomic background.

College has separate code of ethics for the students which has to be followed by each of them irrespective of their cultural, regional and linguistic.

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

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our Institution has organised several activities for fostering as well as inculcating Values, ethics, a sense of rights and duties not only in students but also in teachers through Celebrating Constitutional days, by repeating the preamble: The Introduction of Constitution among the students, time to time .Teachers delivered talks about duties and fundamental rights. students are made aware towards duties and rights to the their peer groups as well as for the Institution. Even the head of the Institution too aware students and teachers regarding values, ethics, rights and duties. Anti Ragging banners and hoardings displayed in College Compus binds the students in boundaries about their rights and duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded
7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above
File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<p>Independence Day in India occurs on August 15 of every year. It celebrates the date in 1947 when the Indian Independence Act came into effect, which established India and Pakistan as separate countries, no longer under British imperialist rule. India's gaining of independence was a tryst with destiny, as the struggle for freedom was a long and tiresome one, witnessing the sacrifices of many freedom fighters, who laid down their lives on the line. This day serves as a powerful reminder of the nation's liberation from British colonial rule after nearly two centuries. Every year on August 15, people across India celebrate</p>	

Independence Day to commemorate the country's independence from British colonial rule. Republic Day celebration

Some activities performed in college on Republic Day are organizing quiz competitions, singing patriotic songs, performing skits and dances, flag hoisting ceremonies, and other cultural activities.

collegeorganize various activities to inculcate patriotism among students. Republic Day symbolizes the unity in diversity of India and reflects the ideals of justice, liberty, equality, and fraternity.

World Environment Day, held annually on 5 June, brings together millions of people from across the globe, engaging them in the effort to protect and restore the Earth.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

(i) During corona the volunteers of GDC Sujampur spread awareness through Arogya Setu App, Posters, slogans and making of face cover masks.

Online meeting with Sh. Govind Singh Thakur former Education minister of HP with NSS Program officers.

Miss Apsra Saswat had made 1000 face cover masks..

NSS volunteers awarepeople to wear face cover and also distributed masks . Several NSS volunteers of the college share

learning on Mission Digital Coroaware masti ki Pathshala and successful 100 days traing attended.

(ii) During covid-19 Professor Manohar Lal Sharma and some students of the department of music made a song for the National Holi Fair "Chal Mele Naal Jana". The main purposes of the song are to urge people visit in the fair by the different villages, districts and states of the country, spend good time with the Community, to promote the trade of handloom products, exchange different food, culture, custom and rituals. This song also helped people in coming out of the fear and the tensions of the pandemic.music department headedby prof. manohar sharma tries his best to aware students about culture and its upliftment.time to time various activities are organised to enrich cultural enrichment and rooted students in culture.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

1. Formal aspects of leadership training. Our teaching-learning and assessment approach goes beyond just lectures and exams. There are seminars and presentations, quizzes, debates and discussions, and group assignments.
2. Democratic student leadership. The college has a vibrant College Student Central Association (CSCA) and various independent political student organisations such as ABVP, NSUI and SFI. These organisations collectively, or individually, act as the voice of students in the organisational decision-making. These organisations act as nurseries for developing leadership qualities and democratic values in the students.
3. Organisational leadership and management skills. catering to diverse interests. In these clubs and societies, students take the charge of planning and execution of programmes and activities. Students form groups and divide responsibilities for tasks such as scheduling, guest

arrangements, transportation and catering, community and administrative permissions.

4. Community and social leadership. Under the aegis of the bodies described above the students frequently engage with the community for social outreach activities. The students learn to cultivate mutual trust and bring about collective action
5. Social capital and self-worth. The college has highly active NSS, NCC and Rovers and Rangers units. These units, collectively and with their individual volunteers, have won accolades and distinguished themselves at the state and national levels.

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

7.3.2 - Plan of action for the next academic year

1. During covid it was felt that future requires online mode of education. so that the institute will strengthen advanced technology.

2. To strengthen the institutional planning and as well as management for upcoming manmade and natural and biological disasters.

3. Arrangement of National as well as International seminars and workshops