



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	GOVT. DEGREE COLLEGE DRANG AT NARLA, DISTT. MANDI
Name of the head of the Institution	Dr. Kalyan Chand Mandhotra
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	01908260645
Mobile no.	7018338343
Registered Email	gcdrangnarla@gmail.com
Alternate Email	vivek.kapoor.mnd@gmail.com
Address	Village- Jundher, Govt. College Drang at Narla (Mandi) 175012
City/Town	Mandi
State/UT	Himachal pradesh
Pincode	175012

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Dr. Vivek Kapoor			
Phone no/Alternate Phone no.		01908260645			
Mobile no.		9418498282			
Registered Email		naacgcdrang@gmail.com			
Alternate Email		gcdrangnarla@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://gcdrang.in/			
4. Whether Academic Calendar prepared during the year		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		http://gcdrang.in/			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.57	2019	01-Apr-2019	31-Mar-2024
6. Date of Establishment of IQAC			01-Apr-2017		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
IQAC meeting (Annual follow up)	11-Mar-2020 01		450		

IQAC meeting (Follow up and planning)	20-Dec-2019 01	450
IQAC meeting (Feedback from stakeholders)	04-Sep-2019 01	450
IQAC meeting (Activity Calendar)	19-Jun-2019 01	450
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. IQAC has prepared activity calendar for the session to streamline in time bound manner. 2. IQAC organised the invited lectures on skill India programme through career counselling cell for counselling and guidance of students. 3. Water conservation initiative 4. Online Feedback form developed to collect the feedback from stakeholders

No Files Uploaded !!!

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Activity Calendar	Various activities were organised on scheduled days in time bound manner
No Files Uploaded !!!	
14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	29-Jan-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Being an government managed institution, the centralised management information system (PMIS) is provided by the Directorate of Higher education.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Being an affiliated College of Himachal Pradesh University, the curriculum is designed by the Board of studies constituted by university. The college has no role in planning and designing of curriculum except representation of some teachers as member, board of studies. The college has well planned curriculum delivery system as following: At the commencement of the new academic session, the latest updated syllabus received from university is communicated to the teachers and students through college prospectus, notice board and college website. The college is offering three undergraduate programmes and thirteen disciplines in Choice Based Credit System (CBCS) The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill-based courses. The students can pass their bachelors programmes by earning 132 credits. In case of theory and tutorial 1 credit is 1 hour class room teaching, while in case of Practical/Practical Skill course 1 credit is 2 hours Laboratory class/project work. Outlines of Choice Based Credit System: Core Course: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course. Elective Course: Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or

supportive to the discipline Discipline Specific Elective (DSE) Course: Elective courses may be offered by the main discipline/subject of study Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses may be of two kinds: AE Compulsory Course (AECC) which includes Environmental Science, English Communication/MIL Communication. AE Elective Course (AEEC) includes courses may be chosen from a pool of courses designed to provide value-based and/or skill-based instruction. In addition, interdisciplinary options are provided to the students as per the availability of human and material resources. Career Counselling and Guidance Cell helps the students to choose the best possible courses according to their previous academic record, abilities and interest. At department level, each department prepare a broad outline by splitting of entire course structure into lecture, tutorial and practical and also monthly or weekly timeline is defined. Thereafter, the syllabus is divided according to class test, mid-term, seminar, assignments and schedule is communicated to students by the respective department. A committee is constituted by the principal to prepare detailed time table for each subject, so that the prescribed syllabus is completed in the stipulated time. The schedule is strictly followed by each department to adhere to the curriculum and regular meetings are held with the faculty and students to follow up the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
0	0	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	0	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
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Null	Null	Null
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>A feedback survey has been conducted from stakeholders viz. students, teachers and alumni regarding curriculum, teaching learning processes, infrastructure and other facilities available in the college. Opinions were collected using structured feedback through google form. The feedback obtained has been analysed by the college IQAC to suggest appropriate remedial measures to be taken while preparing institutional plans for the next academic session. Being a government college, many issues raised by stakeholders are beyond the jurisdiction of college administration. However, the same has been communicated to appropriate government agencies to address the issues at the earliest. Additionally, being an affiliated college, most of the policies related to curriculum, examination, evaluation and result declaration are governed by the university with a little contribution from the college. Many stakeholders have raised the issue of poor bus facility on the college route. In this context, IQAC has suggested the college principal take up the matter with HRTC and local leaders so that bus frequency may increase. This will definitely attract more students to the college. The feedback also revealed that the peaceful location and its vast area are the main advantages to this college. However, the playground is required to be upgraded and maintained properly to provide sports facilities for the students. College authorities are taking up the matter with the higher education department to provide funding to develop sports facilities. Many more points related to teaching and learning are taken up in staff meetings and strategies are prepared to meet the expectations of the students. College is planning to improve the digital boards and smart classrooms for effective teaching. The college approaches the executing agencies to speed up the ongoing building construction works so that students may get timely benefit.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	General	60	4	4
BSc	Pass Course	120	64	64
BA	General	540	164	164
No file uploaded.				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	472	Nil	18	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
18	10	1	1	1	Nil
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No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Not available in the college

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
No Data Entered/Not Applicable !!!		

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
18	18	Nil	Nil	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Ms. mamta parmar	Lecturer	. Best Teacher Award
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	III	15/09/2020	15/10/2020

BSc	BSC	III	04/09/2020	15/10/2020
BCom	BCOM	III	04/09/2020	15/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Being an affiliated college, the examination and evaluation criteria is decided by the H.P. University and college follow the same schedule. However, in case of continuous internal evaluation (CIE), the institution has been given autonomy to some extent. A teacher can evaluate the student on the basis of Assignment/Quiz/Seminar/model or Mid-Term Examination. To bring uniformity and transparency in CIE, colleges conduct Mid-Term Examination at its own level which account for 15 marks. In addition, to assess presentation and language skill of the students, seminars on some topics from the curriculum are also conducted by respective subject teachers. In order to evaluate the problem solving and writing skills, students are required to solve some advanced level questions as a written assignment. In addition to these, teachers are encouraged to involve their students in group discussions and some minor joint projects. Teachers also conduct quizzes that prepare the students for competitive examinations. Apart from this, the students are also monitored by the respective subject teacher for regularity in class (Attendance), discipline and active participation in co-curricular activities.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Before the commencement of academic session, the committee constituted by principal prepares the academic calendar, which is provided to the students through college prospectus, notice board and website. In addition, each department also prepares their own schedule for class tests, seminars, quiz, practical and assignments. During the session, the calendar adhered to more than 90 extent the examinations and other activities were cancelled due to break out of COVID-19.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://gcdrang.in/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BCom	BCom	General	6	4	66.6
BSC	BSC	Pass Course	30	14	46.6
BA	BA	General	64	32	50
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://gcdrang.in/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Hindi	1	Nil
National	Commerce	1	Nil
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Music	1
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/

Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	2	5	Nill	Nill
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Cleanliness Drive	NSS	12	80
Brisk Walk 10000 Steps	NSS	1	400
Planting of Saplings	NSS	2	60
Participation in Mega Camp	NSS	Nill	2
Collection of Plastic Waste Material in the College Campus	NSS	5	36
FIT INDIA Plog	NSS	18	36
National Unity Day	NSS	1	70
Constitution Day	NSS	3	65
Seven Day Camp	NSS	14	51
International Women Day	NSS	8	72
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
AIDS Awareness Day	Red Cross India	AIDS Awareness Day	3	50
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	

No file uploaded.

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nil	Nil	Nil	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	2515	726516	Nil	Nil	2515	726516
Reference Books	70	28500	Nil	Nil	70	28500

No file uploaded.

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	12	1	12	0	0	5	5	10	0
Added	0	0	0	0	0	0	0	0	0
Total	12	1	12	0	0	5	5	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
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No Data Entered/Not Applicable !!!

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

For the purpose of utilization of physical academic and sports facilities, the student orientation programme is organised at the beginning of session for making them aware about the facilities available in the college. The student are also make aware about the rule and regulations for issueing and return of books from library. Notices are also diplayed time to time about various sports events at college and intercollege/ university level. The sports facilities are provided to the selected teams for full time. Lab manuals are provided to the students for the use of labs. The labs are also upgraded regularly with new equipments and chemicals/consumables. The schedule for the use of computer lab and classrooms is displayed on notice boards in the form of time table.

<http://gcdrang.in/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	IRDP Scholarshi Scheme Kalpana Chawala Chatrvriti yogna Post Matric Scholarship for OBC Post Matric Scholarship for SC Dr. Ambedkar Post metric scholarship scheme for Economic backward Post Matric Scholarship for SC	28	Nill
b) International	Nill	Nill	Nill
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga day	21/06/2019	60	College
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for	Number of benefited students by	Number of students who have passedin	Number of studentsp placed
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		competitive examination	career counseling activities	the comp. exam	
Nil	Career counselling and guidance	23	23	Nil	Nil
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	23	BA/B.Sc./B.Com	All	HPU shimla	MA/B.Ed/M.Sc/M.com
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	3
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual day celebration	College	300
Teacher day celebration	College	100
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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No Data Entered/Not Applicable !!!

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The formation of college students Central Association (CACS) is mandatory in all colleges affiliated to H.P. University. The nominations for the office bearers of the CSCA and class representatives are purely on the basis of academic merit. Where as representative from NSS/NCC, Rover Rangers, Eco club, Red Ribbon club, Red cross society, Cultural activities are nominated among outstanding participants/ position holders by the concerned in- charge. COMPOSITION OF CSCA The Principal of the college is the principal advisor of CSCA and CSCA Advisory Committee. In addition the committee comprises of:- PRESIDENT VICE PRESIDENT SECRETARY JOINT SECRETARY CLASS REPRESENTATIVES ROVERS-1 RANGERS-1 NSS-2 NCC- ECO CLUB-2 RED RIBBON-2 RED CROSS SOCIETY- The CSCA is main constituent of decision making process in the college. Its main functions are maintenance a conductive academic environment and discipline among the students. The major activities of the CSCA include putting forward various demands of the students to the Principal regarding various facilities to be provided to the students in the college. CSCA organises various functions and programmes on the demand of the students or as per tradition of college. It enrich talent and also developing leadership and management qualities among the students. The students also participate in various functional bodies like various clubs and society, Editorial Board of college magazine. CSCA Acts as a Bridge between students and college authority.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Our college like other Government colleges of the State is affiliated to Himachal Pradesh University which only conducts examinations and grants degrees to students. All other administrative works are carried out by the teaching and non-teaching staff members under the leadership of the Principal of the college. All academic, co-curricular, cultural, sports, technical activities of the institution are made possible with the collaboration of all its stakeholders viz staff members, students, parents, and the administration. 1.Our college fosters a culture of participative management by involving staff members (Teaching and Non-teaching) in a number of administrative works. On yearly basis: The Govt. College Drang at Narla has democratic and decentralized

system of management. Like other Government colleges of the state our college is also affiliated to Himachal Pradesh University which only conducts examinations and grants degrees to students. All other administrative works are carried out by the teaching and non-teaching staff members under the leadership of the Principal of the college. It is pertinent to write here that there are various important academic and non academic committees such as NAAC Committee, IQAC, Career and Counselling Cell, Library committee, Time Table Committee, House Examination committee, Discipline Committee, Purchase Committee, Campus Beautification Committee, Prospectus Committee, Scholarship Committee, Sports Committee and Anti Ragging Cell etc. which assist to accomplish the given task in a time bound manner. Each committee is headed by a convener and works as a team for the respective tasks assigned to them. The administrative staff of the college also assists the Principal in routine tasks of the college. The personal interaction of the Principal with various stakeholders the faculty, the non-teaching staff, the students, the guardians help in smooth running of affairs of the institution. The CSCA of the college is also involved in planning and execution of various plans of the college. During Events: Principal constitutes different committees for proper functioning of the event. In this regard, event coordinator distributes work to conveners of different committees and then the conveners distribute it to members. Non-teaching staff members are also included in the committees and each committee is provided with some volunteers from NSS, Scout and Guide units. The conveners and in charges of various committees have complete freedom to plan their work and execute the same accordingly. 2. Digitization of Management System: The college is registered with HIMKOSH a comprehensive information management system. Institution receives all grant in aid through various schemes via PMIS and also purchase made out of these aids are done through PMIS. Scholarships provided to students come under central government schemes. E- Pass: Himachal Pradesh is functional and the college is registered with this system.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Once results are declared the university issues notice regarding admission dates and the details are also displayed on the website. The admission process is conducted as per the norms of the University of Himachal Pradesh. Prospectus is issued to the students wherein all details of admission procedure is mentioned. Student guidance committee is constituted to guide the fresh students. Stream wise committees are to be constituted and displayed on the notice board so that newcomers feel it easy to approach the required admission committee. Counselling of students in selection of course Verbal feedback from students are undertaken regarding admission procedure.
Curriculum Development	Himachal Pradesh University follows

the curriculum framed by UGC. 20 percent of the curriculum can be modified by Himachal Pradesh University. Since college is affiliated to H.P. University it adopts the curriculum framed by the University. Some of faculty members being member of Board of Studies attend meetings, whenever held by the H.P. University

Teaching and Learning

Well qualified and experienced faculty. More than 95 present faculty members have been recruited by HPPSC. Regular meetings of the staff were held to monitor syllabus plan and completion. -Use of ICT techniques to make learning more interesting. - Two-way teaching learning methods are used by teachers. Relevant study material content is shared with the students through WhatsApp groups and YouTube link for better understanding of topics. -PPT and video presentations shown to the students. Other teaching techniques like field visits, expert lectures, competitions, assignments, class test technique were adopted. -Projects given to students so as to provide adequate exposure of students. -Departments, where practical are part of the subject have well equipped laboratories. -Seminars, workshops, invited talks, special lectures, presentations, inter-disciplinary academic activities and field excursions trips are organized regularly for the solid understanding of the subject. - Wi-Fi facility for the students is also available in the institution. -Various ICT and other Library resources made available to faculties and students from time to time. -Faculties participated in workshops/Orientation/Refresher Programmes organized by industry and UGC-HRDC.

Examination and Evaluation

The college follows the academic calendar as per HPU guidelines and unit tests and examinations are conducted accordingly. Students are exposed to activities such as seminars, project works, workshops, study tours, project works and reports. Teaching plan and scheme of examination are prepared by every faculty member for the year in accordance with the university. Academic coordinators prepare schedule for internal examination and display it

	on the notice board.
Research and Development	College encourages faculty members to write, publish their research papers and participate in National/International workshops, seminars and conferences to exchange their thoughts/views. In this regard, faculty members have attended seminars/conferences in State/National level. Faculty members are encouraged to pursue Ph.D. During the session
Library, ICT and Physical Infrastructure / Instrumentation	<p>Library: Requisition is given by HOD's and Faculties for recommending new books in the library and order is further placed by the Librarian. The library is equipped with a photo state facility. Separate reading corner is made available for the students. Computer lab with an internet facility is also there for students. The institution has an IT Lab. . College has its own website. The college has planned phase wise up gradation of ICT facilities. Adequate maintenance of software and hardware is undertaken. Regular maintenance and repair of physical infrastructure is undertaken. College has its well-equipped conference hall. New science block is under construction.</p>
Human Resource Management	<p>The college administration plans optimum utilization of available human resources by effectively deploying the administrative and service staff. The institution has competent and qualified staff with high retention which is appointed by Govt. of Himachal Pradesh and they abide by the rules of Department of Higher Education. -Staff are constantly encouraged to attend workshops/seminars/orientation/refresher courses. -The university under the Ministry of Education organizes training programmes for the staff . -Performance appraisal of staff is conducted through ACR by the Principal on a one on one basis with the staff. Celebrations of festivals and other occasions to keep staff motivated. -The Principal, departmental heads, convenors of various committees, office superintendent, and college librarian as well as the executive body of PTA and CSCA take care of Human Resource Management. The best out of the all employees and students is brought out by assigning them the role according to</p>

their competence and expertise. College advisory committee and IQAC outline all the programmes and policies and ensure the quality is maintained in academic, administrative and other fields.

Industry Interaction / Collaboration

NSS unit in Collaboration with the Forest Department of Govt. of H.P. organized a tree plantation campaign.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Yes, in strengthening administration and management in higher education our college implements e-governance in planning and development. In this regard, e-mails and notifications are received from govt., secretariat level and Directorate of Higher Education on College official e-mail ID and circulated among the college staff council and advisory committee by notices and whatsapp official group.
Administration	To improve and fasten administrative work, the college embraces the use of ICT and e-governance in the office. Since the college is under the category of government institution, all administrative procedures are conducted through e-governance. Financial transaction is being done by online mode PFMS.
Finance and Accounts	There is transparency in finance and accounts as the Directorate of Treasuries has undertaken several steps to increase the efficiency and effectiveness of service delivery of Treasuries across the state of H.P. These include development and deployment of various application software like online Treasury Information System (OLTIS), e-salary, e-pension, e-NPS etc. The salary of the staff and other remunerations to the staff are to given online and through cheques.
Student Admission and Support	Admission process is one of the best decentralization and participative practice where everyone (teachers, non teaching staff and students) coordinate and cooperate. The process involves open day session at start of admission where teachers interact and senior students also guide the new students of first year about the choices (with respect to main subject) and options (alternate courses, extracurricular

activities) they can explore during graduation period. During admission time, our second and third year students voluntarily lend their support and cooperate with staff and help newly admitted students and their guardians to overcome various difficulties with respect to admission procedure, to clear their doubts. As the process of updating all the admission status of the student is updated on the admission portal after physical manual verification process. As mentioned the admission process is purely on merit basis and reservation is also provided to students as per the roster prescribed by the university.

Examination

The college follows the pattern prescribed by the Parent University for it. Online cut-lists of students are provided by the university of the students appearing in the exam. Date sheet is also published by the university for the exams. The college ensures to keep the students and faculty informed about the upcoming examination schedule for both theory as well as practical examinations through online official whatsapp groups of college staff as well as of the staff and students. The College website is also regularly updated in this regard. Additionally, course wise monthly attendance and notices about internal assessment marks are also shared on the groups to keep the students apprised.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Nill	Nill	Nill	Nill
2020	Nill	Nill	Nill	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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		staff				
2019	00	Nil	Nil	Nil	Nil	Nil
2020	00	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Interdisciplinary faculty development programme Post COVID-19 Pandemic Challenges in Higher Education	1	20/05/2020	21/05/2020	02
Short term Course: "Personality Development and value education" organized by HRDC Delhi University	1	13/02/2020	19/02/2020	07
Refresher Course "Environment studies"	1	19/08/2019	31/08/2019	13
Faculty development Training Days State level Basic Training course (Rovers and Rangers)	2	15/06/2019	21/06/2019	07
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Gratuity, PPF, Employee Group Insurance, Regular leaves and special leaves if required, Maternity	Gratuity, PPF, Insurance, Regular leaves and special leaves if required, Maternity	Scholarships sponsored by state/centre govt., concessional bus pass scheme by HRTC,

<p>Paternity leave, Med-claim Health Insurance, NPS</p>	<p>Paternity Leave, Med-claim Health Insurance , NPS</p>	<p>educational tours, State govt. Financial aid for skill development programmes, exemption of tuition fee for bonafide girl students. Wi-fi facility, sanitary napkin scheme for girl students, Rover and Ranger, NSS etc.</p>
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6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

There is a full proof system to monitor the expenditure of financial resources. College local funds are scrutinized by college bursar. The institution conducts internal external audits regularly through a proper mechanism. Internal audit is done every year by the local CA in case of National Service Scheme (NSS) etc. Physical verification of stock/articles in every department is done internally at the end of every financial year by constituting various committees for the said purpose by the Principal. The audit department of the government of Himachal Pradesh conducts a thorough audit. The college letters the audit objections raised by the auditors of the local audit department before or at the time of next audit by producing the supportive documents or by making recoveries as pointed out. The budget allocations for running the college are made by the Department of Higher Education. The college has a building fund committee. It is a statutory body consisting of distinguished members from the society, alumni and student representatives. Its function is to make proposals for framing/constructing new buildings/blocks etc. The proposal framed by the committee is sent to the Director of Higher education for approval and sanction for the same. PTA audit is done every year by the college bursar. RUSA audits have been done by higher officials from time to time. Only Utilization certificate is procured by the RUSA committee . The whole business of government expenditure is now online details of which are updated on HimKosh. The salaries and payments are made through the Government treasury after passing of the bills by the Treasury officer. The Tuition fees collected are deposited in the Government Accounts through challans.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Dr. Kalyan Chand Mandhotra (Associate Prof. Music)	10000	Cultural Support.
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	Yes	IQAC

Administrative	Yes	Directorate of Higher Education	Yes	IQAC
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6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. The PTA fund is used to meet out the salaries of non teaching staff engaged on PTA basis 2. Parents were invited at the beginning of the academic year for Orientation and interaction with the staff . Meetings of the Parents teachers association were held to ensure regular interaction with parents. Parents participated in social activities and other events organized by the college like they are regularly updated about the ongoing NAAC preparations. 3. Various demands of the college were also put forward through PTA with the govt. stakeholders.

6.5.3 – Development programmes for support staff (at least three)

NIL

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. More Use of ICT Tools for Teaching and Learning. 2. Extension activities are being undertaken. 3.Measure taken to make campus more Eco friendly. 4. New science block is under construction.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Preparation of activity calendar for the session	19/06/2019	20/06/2019	03/09/2019	5
2019	Induction training programme for the students	09/07/2019	09/07/2019	09/07/2019	150
2020	Constitution of PTA body	21/09/2019	21/09/2019	21/09/2019	45
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants
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			Female	Male
International women day	09/03/2020	09/03/2020	90	30

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The following programmes and activities have been organised to inculcate and instill environmental consciousness. NSS swachhata Shivir organised on 30/7/2019 (80 NSS volunteers) Barot educational trip organised on 13/09/2019 by the department of life sciences. (15 students) Phasing out single use plastic organised on 02/10/2019 by NSS (150 students) Awareness on waste segregation and polybricks organised by rangers unit (150 students) The classrooms are well lighted and do not require electric lighting during the working hours of the institution.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	11/09/2019	01	Water conservation	cleaning of water sources and educating the community of nearby villages about clean drinking water.	60
2019	1	1	21/09/2019	01	PTA constitution	To address student related issues and increase student enrollment in higher education	45
2019	1	1	25/12/2019	01	NSS camp	Plastic and	80

						garbage collection at Narla temple	
2019	1	1	26/12/2019	01	Skill india awareness programme	Create awareness about self employment among students and people of local community	150

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus	01/05/2019	All the students follow the code of conduct given in the student handbook.
NSS personality Development handbook	02/07/2019	All the NSS volunteers are prescribed the handbook of ethics and values written by swami Vivekananda.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Student Induction programme	09/07/2019	09/07/2019	150
National unity day	31/10/2019	31/10/2019	100
National education day	11/11/2019	11/11/2019	75
National Constitution day	26/11/2019	26/11/2019	150
Fundamental duties workshop	18/02/2020	18/02/2020	60

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The following initiatives have been taken by the institution to make the campus eco friendly: Rain harvesting : the green cover of the college is irrigated with rain water which is collected in a 30 thousand liter tank. This source is used to watering the plants and playground. The water is also used in the toilets and for other cleaning purposes incase of scarcity of regular water supply. The campus is polythene free and various programmes are organised to educate the students about harmful effects of single use plastic and about waste segregation. Water conservation activity was organised to clean the stepwell of the nearby village by the members of eco club on 11/09/2019. Plantation was done by the eco club, NSS and rover rangers unit in the campus

on 13/10/2019 which involved 150 students and all staff members.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The college is located in the lap of nature, away from the hustle bustle of town and city life. It is surrounded by mountains on all sides. 1. Being located so the college offers a very peaceful environment for teaching and learning. The campus can be described as a green campus. The campus area surrounding the buildings is covered with trees and shrubs. In order to conserve the greenery, the students are encouraged to participate in frequent plantation drives conducted through various clubs and societies. 2. The college is located in a rural area. The location encourages the people in nearby villages and hamlets to send the children for college education. The people of the area mostly depend on agriculture for a living and have been hesitant to send their children for higher education to the nearest towns, i.e. Mandi and Joginder Nagar. The opening of the college in its present location has encouraged many families and most of the students are our first generation college-goers. The college has made a difference in providing higher education amongst the girl residents in the area. The proof of this fact is that the girls strength of the college is around 70 percent. The college envisions to continue providing a platform for higher education for girls in the the surrounding rural areas. [8/26, 14:33] Shikha Kapoor Padhar College: Distinctiveness The location of the college is its distinctive feature. Set in the lap of nature, surrounded by mountains on all sides, away from the hustle bustle of town and city life the college is unique in providing a serene and peaceful environment for teaching and learning. The location encourages people living in nearby villages and hamlets to send their children, especially girls for higher education. Therefore, the college offers a safe and secure campus to all students. No anti-social elements can enter the campus and there is no fear of of the students being led astray.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://gcdrang.in/>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vast green campus of the college comprises a variety of medicinal, fruit bearing and other plant species. Apart from providing a healthy, peaceful and clean environment, the variety of plants available are being explored by botany and other allied science departments as educational tools. The academic knowledge of flora and fauna present in the campus is being transmitted to the local community by the student in a very interactive manner. Further, the plantation in campus and adjoining areas has also addressed the problem of soil erosion and landslide

Provide the weblink of the institution

<http://gcdrang.in/>

8.Future Plans of Actions for Next Academic Year

The vast green campus of the college comprises a variety of medicinal, fruit bearing and other plant species. Apart from providing a healthy, peaceful and clean environment, the variety of plants available are being explored by botany and other allied science departments as educational tools. The academic knowledge of flora and fauna present in the campus is being transmitted to the local

community by the student in a very interactive manner. Further, the plantation in campus and adjoining areas has also addressed the problem of soil erosion and landslide