Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

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Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016**:

- ➡ Having a functional IQAC.
- ➡ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- ➡ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- ➡ Upload the AQAR's on institutional website for access to all stakeholders.

ANNUAL QUALITY ASSURANCE REPORT

(2017-2018)

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BY S.D.W.G.GOVT.COLLEGE BEETAN

NAAC ACCREDITED B-GRADE COLLEGE

Date of Submission 29/07/2019

Submitted to (capuaqar@gmail.com)

Submitted By: PRINCIPAL

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

S.D.W.G GOVT.COLLEGE BEETAN

1.2 Address Line 1

V.P.O.BEETAN

Address Line 2

Tehsil Haroli

City/Town

UNA

State

HIMACHAL PRADESH

Pin Code

176601

Institution e-mail address

principalgcbeetan@gmail.com

Contact Nos.

9418156156

Name of the Head of the Institution:

Abhilasha Sharda

Tel. No. with STD Code:

Not available

Mobile:

9418156156

Name of the IQAC Co-ordinator: Mr.Gurdev Singh

Mobile: 9418151625

IQAC e-mail address: iqacgcbeetan@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* HPCOGN22631

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

NAAC/NR/BSP/Cycle1/ HPCOGN22631

DATED:06/10/2016

1.5 Website address: www.gcbeetan.co.in

Web-link of the AQAR: AQAR2017-18

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.11	DEC,2016	5 YEARS
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 05/10/2015

1.8 **AQAR for the year** *(for example 2010-11)* 2017-18

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

    i.   AQAR _____ _____ (DD/MM/YYYY)
   ii.   AQAR_____ _____ (DD/MM/YYYY)
  iii.   AQAR_____ _____ (DD/MM/YYYY)
  iv.   AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State ☑   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☐

Autonomous college of UGC   Yes ☐   No ☐

Regulatory Agency approved Institution   Yes ☐   No ☐

 (eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☑   Men ☐   Women ☐

                     Urban ☐   Rural ☑   Tribal ☐

Financial Status   Grant-in-aid ☑   UGC 2(f) ☐   UGC 12B ☐

              Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☑   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)   .

1.12 Name of the Affiliating University *(for the Colleges)*

HIMACHAL PRADESH UNIVERSITY SHIMLA

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | N/A |

University with Potential for Excellence | N/A | UGC-CPE | N/A |

DST Star Scheme | N/A | UGC-CE | N/A |

UGC-Special Assistance Programme | N/A | DST-FIST | N/A |

UGC-Innovative PG programmes | N/A | Any other (*Specify*) | N/A |

UGC-COP Programmes | N/A |

2. IQAC Composition and Activities

2.1 No. of Teachers | 05 |

2.2 No. of Administrative/Technical staff | 02 (Principal & ministerial staff) |

2.3 No. of students | - |

2.4 No. of Management representatives | - |

2.5 No. of Alumni | - |

2. 6 No. of any other stakeholder and

community representatives | - |

2.7 No. of Employers/ Industrialists | - |

2.8 No. of other External Experts | 02 |

2.9 Total No. of members | 09 |

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. | 3 | Faculty | 02 |

Non-Teaching Staff Students | 01 | Alumni | - | Others | 2 |

2.12 Has IQAC received any funding from UGC during the year?   Yes [ ]   No [✓]

If yes, mention the amount | N/A |

2.13 Seminars and Conferences (only quality related) Nil

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

Total Nos. | 0 | International | 0 | National | 0 | State | 0 | Institution Level | 0 |

(ii) Themes | N/A |

2.14 Significant Activities and contributions made by IQAC

> 1. A debate competition was held on the eve of National Independence Day.
> 2. Feedback from students about the teachers to further improve teaching Learning process has been obtained.
> 3. An industrial visit for the students to have hands experience about production was organised on 08 March,2018.
> 4. Faculty was encouraged to use ICT and PPT presentations and e-Resources in curriculum.

2.15 Plan of Action by IQAC/Outcome

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

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

Plan of Action	Achievements
Calendar of activities prepared	98%

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [ ]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

AQAR was prepared by IQAC of the College.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	00	00	00
PG	00	00	00	00
UG	03	00	00	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others	00	00	00	00
Total	03	00	00	00

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	03
Trimester	00
Annual	00

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students ☑
   (On all aspects)

   Mode of feedback   :   Online ☐   Manual ☑   Co-operating schools (for PEI) ☐

Please provide an analysis of the feedback in the Annexure-i

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

> Revision of syllabi is done by Himachal Pradesh University Shimla.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	10	01	00	

2.2 No. of permanent faculty with Ph.D.

> 04

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	02	00	00	00	00	00	00	00	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

> 00   00   00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	01	-
Presented papers	2	03	-
Resource Persons	Nil	Nil	Nil

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

> Use of ICT and PPT presentation.

2.7 Total No. of actual teaching days during this academic year 2017-2018

> 206

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

> Examination/ Evaluation Reforms are the sole responsibility of Himachal Pradesh University Shimla, whom the college is affiliated.

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development

01	00	00

     as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

85

2.11 Course/Programme wise
    distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.Final	48	00	22	02	00	50
B.Com Final	53	00	19	12	00	58.49

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

 Feedback from students about teachers is obtained and analysed for further improvement of quality education. Wi-Fi facilities and smart class rooms are provided to encourage the use e-resources in curriculum effectively.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	Nil
HRD programmes	03 (Departmental Exam)
Orientation programmes	01
Faculty exchange programme	NIL
Staff training conducted by the university	Nil
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops, etc.	01
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	04	07	Nil
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

IQAC encourage Faculty to actively involve them in research.

3.2   Details regarding major projects   Nil

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

3.3   Details regarding minor projects Nil

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	02	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications: 2.04

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

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

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

3.7 No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | |

ii) Without ISBN No. | 01 |

3.8 No. of University Departments receiving funds from

UGC-SAP | - | CAS | - | DST-FIST | - |

DPE | - | DBT Scheme/funds | - |

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

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

3.10 Revenue generated through consultancy | Nil |

3.11 No. of conferences

organized by the Institution

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

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

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

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

3.15 Total budget for research for current year in lakhs : Nil

From Funding agency | - | From Management of University/College | - |

Total | Nil |

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
00	00	00	00	00	00	-

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

Nil

and students registered under them

Nil

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

Nil

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

JRF Nil   SRF Nil   Project Fellows Nil   Any other Nil

3.21 No. of students Participated in NSS events:

University level Nil   State level Nil

National level Nil   International level Nil

3.22 No. of students participated in NCC events: N/A

University level Nil   State level Nil

National level Nil   International level Nil

3.23 No. of Awards won in NSS:

University level Nil   State level Nil

National level Nil   International level Nil

3.24 No. of Awards won in NCC:

University level Nil   State level Nil

National level Nil   International level Nil

3.25 No. of Extension activities organized

University forum | Nil | College forum | 01

NCC | Nil | NSS | 03 | Any other | -

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

- Organised seven day NSS camp attended by 50 students, Tree plantation, Swacchta Pakhwara,Traffic Awareness campaign, world AIDS day and village CHETRAA was adopted for the NSS project. Also many activities under RUSA and equity initiative have been done.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	19296 sq.mtr.	-	-	-
Class rooms	15 (35 other rooms)	Nil	-	-
Laboratories	09	Nil	RUSA	-
Seminar Halls	02	Nil	RUSA	-
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-		-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-		-
Others	-	-		-

4.2 Computerization of administration and library

Computerization of administration and library is in progress.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5346	272448	473	691960	5819	964408
Reference Books	143	98893	466	456133	609	505580
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	SOUL-1	33708			01	33708
CD & Video	-	-	-	-	-	-
Others (specify)Fiction	785	82341	02	275	787	82616

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	26	20	Yes	-	-	04	00	02
Added	00	00	00	-	-	00	02	00
Total	28	20	Yes	-	-	04	02	00

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

Wi-Fi Campus.

4.6 Amount spent on maintenance in lakhs :

i) ICT   641296

ii) Campus Infrastructure and facilities   1798153

iii) Equipments   1824609

iv) Others   2701344

Total :   6965402

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> IQAC awares students about various schemes of Financial support from government.

5.2 Efforts made by the institution for tracking the progression

> Performance of students in Mid Term Test (MTT) and term examinations is continuously monitored and conveyed to parents.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
448	00	00	00

(b) No. of students outside the state

00

(c) No. of international students

00

Men

No	%
171	38

Women

No	%
277	62

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
244	69	64	99	00	476	239	64	55	90	00	448

Demand ratio   100%   Dropout % 5.88

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

> Competition exam Books are available for students in the library of the college.

No. of students beneficiaries | No Data

5.5 No. of students qualified in these examinations Nil

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

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

5.6 Details of student counselling and career guidance

Career guidance cell work in tandem for the benefit of students

No. of students benefitted | No Data

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	No Data

5.8 Details of gender sensitization programmes

On international women day on (March 08,2018) on the subject "Beti Bachao" , a slogan writing competition and debate competition was held .Students participated in these competitions with great enthusiasm.

5.9 Students Activities

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

State/ University level | 03 | National level | Nil | International level | Nil

No. of students participated in cultural events

State/ University level | Nil | National level | Nil | International level | Nil

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

Sports : State/ University level | Nil | National level | Nil | International level | Nil

Cultural: State/ University level | Nil | National level | Nil | International level | Nil

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	09	3600
Financial support from government	31	66476
Financial support from other sources	00	00
Number of students who received International/ National recognitions	00	00

5.11   Student organised / initiatives

Fairs   : State/ University level | Nil | National level | Nil | International level | Nil

Exhibition: State/ University level | Nil | National level | Nil | International level | Nil

5.12   No. of social initiatives undertaken by the students | 01

5.13 Major grievances of students (if any) redressed: RUSA results and redressed promptly by college administration.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

See Annexure -ii

6.2 Does the Institution has a management Information System

> There is a project monitoring unit (PMU) and various other committees to take care of affairs of the college and apprise the principal about progression report. College has it own website www.gcbeetan.co.in

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

    6.3.1   Curriculum Development

> Himachal Pradesh University is solely responsible for the curriculum development. However faculty members can also give suggestion at various fronts at personal level or through board of studies.

    6.3.2   Teaching and Learning

> Use of ICT and PPT presentations. Students are encouraged to use e-resources also.

    6.3.3   Examination and Evaluation

> Examination and evaluation process is managed by the himachal Pradesh university .Paper setting, conduct of examinations and evaluation is done by the teachers appointed by the university.

    6.3.4   Research and Development

> IQAC encouraged Faculty to attend refresher /orientation courses and seminars.

    6.3.5   Library, ICT and physical infrastructure / instrumentation

> Library is the soul of the college. It provides all sorts resources for enhancement of knowledge.

    6.3.6   Human Resource Management

> The IQAC and college administration frequently encourages the Faculty member to attend summer/winter school sponsored programmes to update their existing knowledge.

    6.3.7   Faculty and Staff recruitment

> Faculty and staff recruitment is done by the H.P.Govt. Through H.P.P.S.C Shimla.

6.3.8 Industry Interaction / Collaboration

> Industrial visits are conducted by the college to facilitate students about the hands on experience of production.

6.3.9 Admission of Students

> Admission of Students is done per the guidelines of H.P.University Shimla.

6.4 Welfare schemes for

Teaching	Free Wi-fi
Non teaching	Free Wi-fi
Students	Free Wi-fi

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done ✓ Yes ☐ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Secretary Education, Director Higher Education,State Project Director RUSA,MHRD,and H.P.University.	Yes	Principal and IQAC
Administrative	Yes	Secretary Education, Director Higher Education, &Auditor General Shimla.	Yes	Principal and IQAC ,Bursar

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

For UG Programmes   Yes ✓   No ☐

For PG Programmes   Yes ✓   No ☐

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

> University has switched to annual examination system under choice based credit system from the academic session 2018-2019 for the benefit of students.

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

> N/A

6.11 Activities and support from the Alumni Association

> The executive body of the old students association has been constituted and its registration process is underway.

6.12 Activities and support from the Parent – Teacher Association

> Parent – Teacher Association has actively involved in various development projects and to address various problems of the students. It is platform where college administration gets feedback directly from its stakeholders.

6.13 Development programmes for support staff

> Department of Higher education (H.P.) periodically organises various programmes to enhance the working competence of its supporting staff through prestigious institutions (HIPA) and state council of Education Research Training (SCERT) Solan (H.P.)

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

> Use of solar lights and Faculty commute using car pooling. We follow the 3R principle. The whole campus is smoke free and plastic free zone.

Criterion – VII

7. Innovations and Best Practices

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

> Office provide facilities and all possible to the students for online examination forms for term end examination.

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

> See annexure -iv

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

> See annexure -v

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> Faculty Members aware students how they can contribute towards environment conservation and protection.Environment is taught a compulsory subject.

7.5 Whether environmental audit was conducted?　　Yes ☐　　No ☑

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

> See annexure -vi

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

> To start post graduate classes in M.A.English from the next academic year.
>
> Construction of gymnasium .

Name   Gurdev Singh   *Name   Abhilasha Sharda*

_____   _____

*Signature of the Coordinator, IQAC*   *Signature of the Chairperson, IQAC*
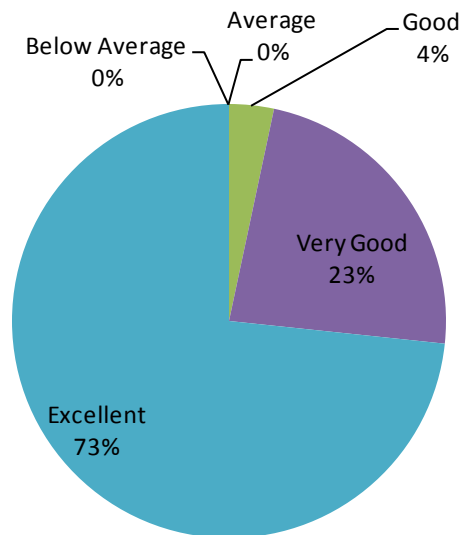

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Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****

Annexure – i

Students Feedback Analysis

Students Feedback of teachers regarding Punctuality in Class
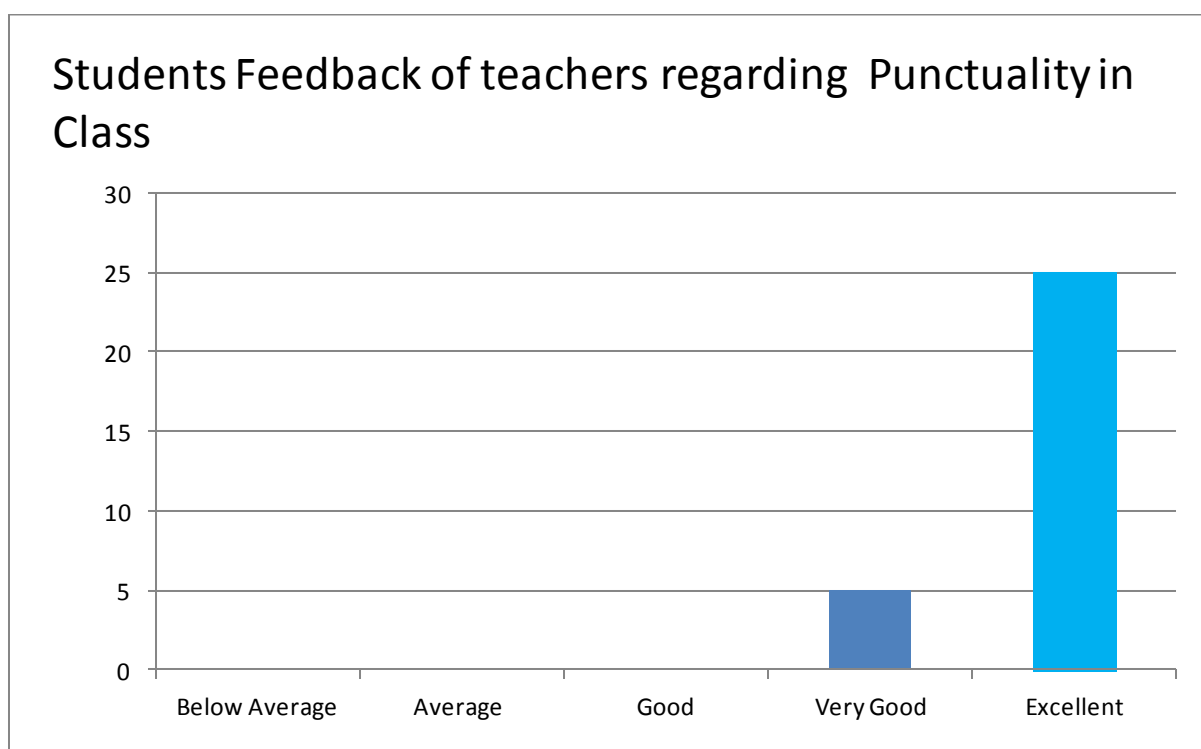
Students feedback regarding syllabus

Below Average
0%

Average
0%

Good
4%

Very Good
23%

Excellent
73%

Students feedback regarding subject Command and latest developments in the field.

18	
16	
14	
12	
10	
8	
6	
4	
2	
0	Below Average Average Good Very Good Excellent
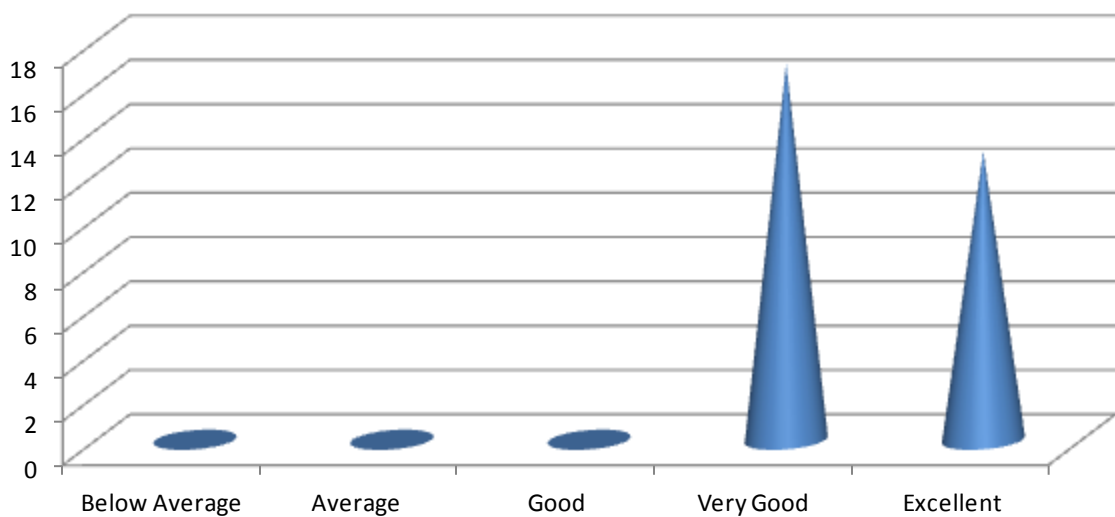
Studnets feedback regarding Laboratory Interactions.

Average
0%

Below Average
0%

Good
0%

Very Good
20%

Excellent
80%
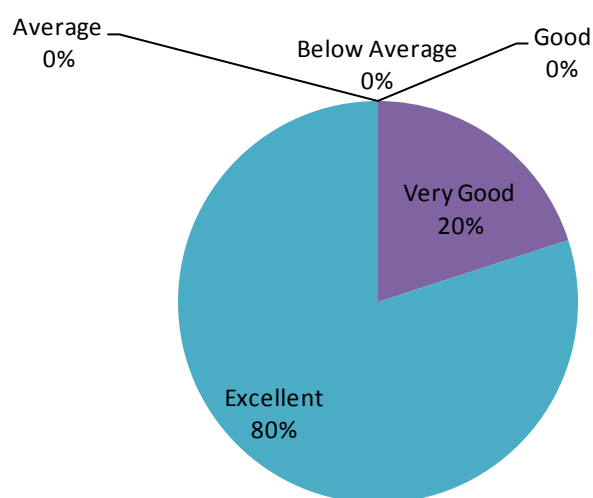
Students feedback of Teachers regarding use of teaching methods and teaching aids

20

15

10

5

0

Below Average   Average   Good   Very Good   Excellent
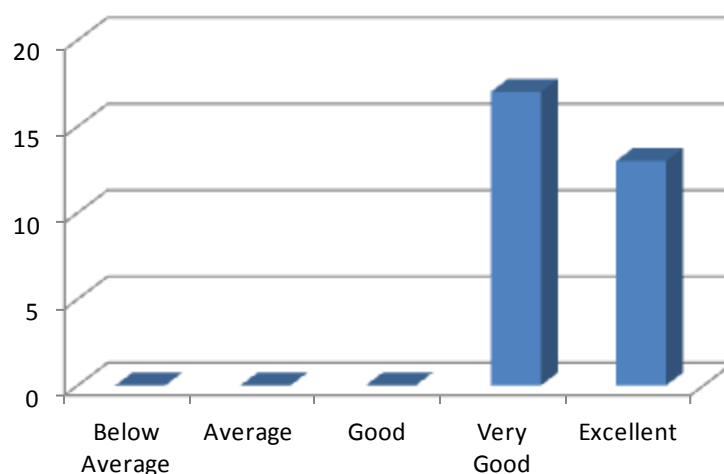
Vision: True to its motto

   "From darkness to light" SDWG Govt.College Beetan envisions enlightenment of its students through holistic education.

Mission:
  ➢ To make students responsible citizens of India and the world at large.
  ➢ To inculcate in students a spirit of inquiry.
  ➢ To tap the full potential of students in all spheres of life.
  ➢ To impart good leadership qualities to students.
  ➢ To keep students updated with the latest trends in knowledge & technology

Academic Calendar for the Session 2017-18

1	Admission Dates	21st June to 25th June 2017
2	Teaching Start from	1st July, 2017 to 14th Oct, 2017
3	Enrolment of NSS/Rover Ranger	July, 2017
4	CSCA Election	August, 2017
5	Mid-Term Test	1st / 2nd week of September 2017
6	End Semester Examination (Practical/Theory)	15th Oct 2017 to 14th Nov.2017 (Including 4 days Diwali Holidays)
7	Admission for 2nd, 4th and 6th Sem.	15th Nov.2017 onwards.
8	Teaching of 2nd, 4th and 6th Sem.	24th Nov. to 31st Dec.2017 & 11th Feb to 14th April2017
9	Annual Sports Competition	Dec.2017 (Last Week)
10	Annual Cultural Function	Dec.2017 (Last Week)
11	Winter Vacation	1st Jan, 2018 to 10th Feb,2018
12	Mid-Term exam	2nd week of March.2018
13	Annual Prize Distribution Function	March, 2018
14	End Semester Examination	15th April 2018 to 20th May, 2018

The calendar is tentative it can change according to the notification received from H.P.University /H.P.Govt.

Action Taken Report

1. Permission from the H.P.Govt. obtained for starting M.A.English for rural masses of the region in particular.
2. College administration is in touch with The P.W.D for early start of civil works of gymnasium construction at S.D.W.G Govt.College Beetan.
3. Various activities organized by the NSS Unit of the college are as given below

NSS Report for the Year: 2017-18

Dated	Activity
21-06-2017	International Yoga Day Celebration
12-08-2017	Cleanliness Campaign
18-08-2017	Tree Plantation
07-10-2017	Cleanliness Campaign
11-10-2017	Cleanliness Campaign
25-10-2017	Traffic Rules Awareness Campaign
31-10-2017	Rashtriya Ekta Diwas Celebration
23-11-2017	Cleanliness Campaign
15-11-2017	Vigilance Awareness Campaign
01-12-2017	World AIDS Day Celebration
02-12-2017	Cleanliness Campaign
01-03-2018	Sports Ground Maintenance work
23-03-2018	Sports Ground Maintenance work
07-04-2018	Cleanliness Campaign

4. **Special 7-Days Annual Camp** held w.e.f. 23-12-2017 to 29-12-2017 and village Chetraa was adopted for the project work.

5. **Other activities :**
   - A debate competition was organized on the eve of Independence day.
   - A Mehandi competition was held by girls students of the college on 4th Oct,2017.
   - A lecture on personality development was delivered 21st Feb,2018 by Dr.Harvinder Singh Assistnat Prof. Deptt. Of zoology of Govt.College Una.
   - Physics Deptt. In collaboration with Chemistry and Mathematics Deptt. On 28th Feb,2017 on the occasion of National Science day organized a Quiz competition and a poster making competitions. Students showed keen interest and participated with great enthusiasm in these competitions.
   - An industrial visit was held on 6th March,2018 under equity initiative. Students got hands on experience about production and quality control at M/S Sarup Industries Tahliwal.
   - On 8th March,2018 on the occasion of International Women Day a debate competition and slogan writing competition on the subject "Beti Bachao," Beti Padhao" was organized. Students share their wonderful ideas with the audience.
   - On 09th March Dr.Kiran and her team gave a lecture and held a training session on the subject "Meditation and Yoga " at the college.

- On 16th March,2018 Mr. Ankur Thakur from the Distt. Employment office gave a lecture on the subject Career Counseling and Guidance .
- On 17th March,2018 Prof. Deepak Kumar also gave a lecture on the subject Career Counseling and Guidance .

6. Sports Activities:
- On 4th March,2018 a successful Annual Atheletic meet wad held. Students participated in various events such as 100 mtr,200mtr, race ,shot put, High Jump,Long Jump,Tug of war, Jalebi race and Music chair race etc. Ms Raman Kumari of B.A.4th semester was adjudged the best athlete among girls and Mr. Gurtej Singh B.A.2nd semester was declared best athlete among boys.
- Our Handball (Men) team participated in the inter-College Handball Championship of H.P.U. held at Govt.College Sarkaghat and placed at third position .Our three players Bhag Singh,Abhshek and Pulkit Sharma have been selected for inter-University Handball Tournament.
- This year our girls Kho-Kho team participated in the inter-College Competition Held at Govt.College Daulatpur H.P.

7. CSCA:
- CSCA has been constituted in the month of August,2017 on the basis of academic merit.Ms Neha from B.A. 5th semester was nominated as President,Deeksh from B.Com 3rd semester as Vice president ,Parwinder from B.Sc.1st semester as secretary and Ram Kumar B.Com 1st semsester as joint secretary.

8. PTA:
- Parent Teachers Association has been constituted for the academic session 2017-18.Smt Sunita Bhatia was Unanimously selected president of the PTA.

9. Rangers and Rovers Unit:
- College has a unit of Rangers and Rovers unit consisting of 24 Rangers and 24 Rovers efficiently managed by Dr.Sanjeev Kumar and Dr.Ranju Banota.

10. Yagriti the college magazine :
- The college Magazine "yagriti" provide a platform to budding writer and poets to explore their talent and ideas.It is Published under able guidance of chief editor Dr. Rajender Kumar annually.

Annexure –v

Innovations and Best Practices:
- We lay stress on keeping the environment clean. The entire campus ia a 'No smoking'.'No Polythene' and 'Zero Waste 'zone.
- Teaching of environment as a compulsory subject, water harvesting and plantation and carbon neutrality are the key features of the college.
- Use of information Communication Technology, ppt presentations are among some of the innovations.

SWOC Analysis

Strengths:
- ➢ Highly qualified and committed staff.
- ➢ Smart class rooms ICT equipped to provide quality education.
- ➢ Ultramodern three-storey building with more than 50 rooms ,conference hall, physics ,Chemistry, Botany and Zoology Labs etc.
- ➢ Language lab equipped 20 computers with latest version of software.
- ➢ Pollution free campus.
- ➢ Library the soul of the college equipped with latest books on various subjects.
- ➢ Wi-Fi campus.
- ➢ Rain water harvesting Tank in the campus.
- ➢ Facilitiy of first aid /sick room for students and a wheel chair is available for disable students.
- ➢ We provide quality education to the students particularly belonging to rural background.

Weaknesses:

- ➢ Vacant posts of teaching and non teaching staff.
- ➢ Less strength of students.
- ➢ There is no accommodation facility for staff.
- ➢ No frequent bus services are available.

Opportunities:

The college has number of opportunities for the career advancement of students.

- ➢ **Scholarships** – There are various scholarship schemes as per existing rules of state and central government to encourage students to achieve academic excellence. Meritorious students are provided with financial help from PTA funds also.
- ➢ **Career Guidance**: we have a career guidance cell to help students about job opportunities through various government and private companies. The information / advertisement about job opportunities are displayed on the Notice board from time to time.
- ➢ **College library**: It is reservoir of knowledge catering to academic needs of students and staff members to empower knowledge..
- ➢ **To sensitize the society** to empower women.
- ➢ **To collaborate with industry.**
- ➢ **NSS (National Service Scheme),Eco Club and Red Ribbon Club**: actively do various activities as per schedule of the institution and the government directions. They provide a platform to students for holistic development of personality.

- **PTA:** Parent Teachers Association is platform where we directly interact with the stakeholder and acquire feedback about the instiution.PTA has assisted financial help to complete various projects and to provide financial assistance to needy students.

Challenges:

- To ensure 100 % attendance in the class rooms.
- Students are from the rural background and lack communication skill and find difficult to devote enough time towards studies.
- To teach particularly in a rural background college is itself a challenge, teachers explore all possible methods to improve academic performance of students.
- The post of physical education teacher is need of the hour to improve the sporting capabilities of students.
- To reduce the drop- out rate.

…………………………… End of Report…………………………………………………………………………………..