



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		GOVERNMENT COLLEGE BHORANJ (TARKWARI)
Name of the head of the Institution		DR. RAKESH SHARMA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01972287505
Mobile no.		9418464540
Registered Email		gcbhoranj@gmail.com
Alternate Email		gcbhoranj-hp@nic.in
Address		Village Tarkwari, Post Office Kanjian, Tehsil Bhoranj, District Hamirpur Himachal Pradesh 177025
City/Town		BHORANJ
State/UT		Himachal pradesh
Pincode		177025

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		VIJAY KUMAR			
Phone no/Alternate Phone no.		01972287505			
Mobile no.		9418115452			
Registered Email		gcbhoranj@gmail.com			
Alternate Email		gcbhoranj-hp@nic.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.gcbhoranj.info			
4. Whether Academic Calendar prepared during the year		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		http://www.gcbhoranj.info/sites/default/files/2020-03/Academic%20Calender%2017-18.pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.11	2016	25-May-2016	24-May-2021
6. Date of Establishment of IQAC			18-Feb-2014		
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	
For enhancing the		20-Sep-2017		946	

security and monitoring in the college premises installation of CCTV cameras in library, all corridors and outside main building was planned	4	
Public address system to be installed for the effective and immediate communication.	20-Sep-2017 2	946
Installation of sanitary napkin vending machine in college	20-Sep-2017 1	605
Upgradation and refurbishing of girls common room.	20-Sep-2017 7	605
Provision of ICT facilities to all department by providing them desktops/PCs and printers.	20-Sep-2017 8	946
Creation of at least five smart class rooms.	20-Sep-2017 6	480
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
Government College Boranj (Tarkwari)	RUSA	MHRD & HP Govt	2017 2	7444444
View File				

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 :	6
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File

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. CCTV cameras were installed at many sites in the college premises to ensure improved monitoring. 2. Renovation of girls' common room, NSS, Rover Rangers' rooms, teachers' cabins etc. was also done during the current year. 3. Installation of vending machine in girls toilet for enhancing personal hygiene and safety. Similarly, an incinerator was installed in the women's toilet for safe disposal of waste material. 4. Beautification of the campus in order to create a highly conducive environment for teaching and learning. 5. Installation of incinerator in the women's toilet for safe disposal of waste material.

[View File](#)

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	Achievements/Outcomes
To provide every faculty member a computer system with printer.	Executed
To upgrade classrooms by providing digital podium, projector etc. (i.e. smart classes)	Executed
Installation of CCTV camera at various places in the premises of the college to ensure better monitoring.	Executed
Modernisation of laboratories (by introducing latest and better equipments such as microscope with MIPS).	Executed
Installation of public address system for quick dissemination of information among students and faculty members.	Executed
Installation of Photostat machine for the welfare of students.	Executed
Renovation of girls' common room, NSS, Rover & Rangers' room, along with cabins of Controller of Examination and that of teachers.	Executed
Installation of sanitary napkin vending machine and incinerator in women toilets for safe disposal of waste material and hence to ensure clean environment.	Executed
Beautification of campus.	Executed
Installation of furniture in the newly	This matter has been taken up at the

constructed canteen.

Directorate level as the amount for the same is to be sanctioned by the Govt. It is likely to be accomplished as soon as the Govt. gives its approval.

[View File](#)

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	2018
Date of Submission	01-Mar-2018
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)	<p>The college used Advanta Rapid students' management system. New modules are still being added in the current session. The admission process for all classes is done on the advanta software. The library is also having SOUL software for management of books. The website acts as an archiver for all events and news accomplished and announced during the year. The parents are intimated through SMS service as and when need arises. The Departmental Heads personally calls through the college landline/mobile phones when the need arises to appraise the parents about their wards. Formal letters are always sent to the parents for ParentsTeachersStudents Meetings. Wide publicity is given the admission process carried out by means of print and electronic media, the rule and regulations are provided to the prospective students through college prospectus and website. The admission process is systematically administered and is transparent. The college also organizes StudentParentTeacher meet to get feedback on college functioning and other aspects. The development work of the college is supervised by the College Development Council. Such work</p>

includes civil works, providing additional facilities, introduction of new courses, employing guest faculty, etc. Funds are allocated / grants are applied for as per RUSA guidelines building/development projects of the college. Income/expenditures are closely monitored by the Bursar and Accountant and overseen by the Principal. Judicious expenditure of funds involving proper procedure for purchases by the Purchase Committee with regular audit (Internal and external) of the budget indicates transparency in financial affairs. These activities are being made to known to faculty members during staff meeting and parents teachers meeting. Besides, the employees of the college are managed by the personal management information system (PMIS) which has been developed by Department of Personnel, Government of Himachal Pradesh. In this management system there are modules about the personal information, family details, education and training details, service history and salary details of the employees. Each full time employee of the college has been allotted PMIS codes. PMIS is regularly updated.

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

The college adheres to the guidelines laid down by the State Government in general and the University in particular. The revision and upgradation of the syllabi is done at the University level. Some of the faculty members of the college are also part of board of studies at university level. At the college level we have been involved in facilitating and advising on curriculum planning, development and implementation in undergraduate education within the Faculty. The college is having a mechanism for effective and documented curriculum delivery. The curriculum delivery is communicated through Prospectus and Calendar, College's Official Website and through display of information at the specified notice boards inside the college campus. At the commencement of each academic year, every faculty member provides the students with individual time plans and reading lists (reference books). Along with traditional lectures and seminars, infrastructure for the use of ICT and audio-visual teaching aids in classrooms, like power point presentations, smart interactive boards and audio-visual support are all available to make the delivery of the curriculum effective and interesting for the students. Tutorials with mentoring are also held which encourage participatory learning. Internal assessment is done transparently and examined scripts, assignments etc. are shown to students.

Copy of syllabus is made available to the students in the beginning of the academic session and objectives and expected outcome are well explained during the zero week. In order to ensure effective curriculum delivery and transaction, we are having a fully functional Examination Committee which fixes the dates of mid-term tests and class tests. We follow the Continuous Comprehensive Internal Assessment system of evaluation comprising Mid-Term tests, class tests, assignment system, presentations/seminars, end-term Exams, Attendance incentive and classroom activities Assessments.

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
NIL	NIL	30/06/2017	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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
No Data Entered/Not Applicable !!!	

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
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	BA Geography	19
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No

Parents

Yes

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

Feedback Obtained

Periodic feedback pertaining to study, co-curricular activities, maintenance work, organization of events and overall development of the college etc. are obtained from students, teachers, non-teaching staff and parents as well. These feedbacks are pondered over by the concerned committee and administratively and legally practical/feasible feedbacks and suggestions are adopted and implemented. The students assess the teachers on their time sense/punctuality, command over the subject matter, use of teaching methods/use of teaching aids in the class, helping attitude of the teacher, control over the class, laboratory interaction with the students. Similarly structured feedback is obtained from parents of the students on various points like admission process, discipline of institution, teaching standards, progressiveness of the institute etc.

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
BA	History Geography Economics Pol. Sci. Pub. Admin. Sociology Hindi Sanskrit English Music Phy. Edu.	2640	268	252
BSc	Botany Zoology Chemistry Mathematics Physics	1200	454	443
BCom	BCom	240	179	163
BCA	BCA	120	90	88
View File				

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
2017	946	Nil	23	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
23	12	105	10	5	2
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

In our college we follow the tutorial system. Three senior tutors are appointed for three faculties i.e. arts, commerce and science. Coordinator of BCA faculty serves as senior tutor for BCA course. Role of senior tutor is to keep an eye on the performance progress of students. Other teachers of college act as tutors. Tutors not only help in the academics of students but also listen to their personal issues, grievances in the college and try to alleviate their problems inside and outside the classroom. This college is having an active career counselling and guidance cell. This career counselling and guidance cell is composed of 6-8 teachers. This cell offers counselling to students on various issues such as career, study skills, personality development etc. Further, to update the students with latest career opportunities, employability skills, trends in various career options, emerging fields of employment etc. workshops are organised by the said committee in the college premises at regular intervals. In these workshops, experts (from government as well as private sectors) pertaining to respective area of specialization impart knowledge on various aspects pertaining to the said issues. They also inform about the latest schemes and programmes run by Government/ various non-governmental organisations.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
946	23	1:41

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
26	23	3	Nil	18

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
BSc	BSC	5th Semester	18/11/2017	31/03/2018
BA	BA	5th Semester	05/12/2017	31/03/2018
BCA	BCA	3rd Semester	13/11/2017	31/03/2018

BCom	BCOM	3rd Semester	18/11/2017	31/03/2018
BSc	BSC	3rd Semester	04/12/2017	31/03/2018
BA	BA	3rd Semester	05/12/2017	31/03/2018
BCA	BCA	1st Semester	07/11/2017	31/03/2018
BCom	BCOM	1st Semester	01/12/2017	31/03/2018
BSc	BSC	1st Semester	01/12/2017	31/03/2018
BA	BA	1st Semester	25/11/2017	31/03/2018

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous evaluation is carried out throughout the year through regular tests, assignments, objective tests, projects, student paper presentations, seminars, quizzes etc. Routine tests are conducted and much appreciated by students as critical thinking, concept understanding and creativity come to the fore. Some departments take regular, weekly tutorials. Remedial instruction is given to slow learners and challenged students. Mid-term tests help to prepare the students for University Examinations. Checked answer scripts are shown to the students for scrutiny. The wrong answers by students are corrected by teachers in the class. Best answers/ diagrams and figures are shown to the students through projector to make improvements. The teachers explain about as to how answer writing, presentation as well as scoring can be enhanced by the students in forthcoming examinations. Peer evaluation is also practiced by teachers to empower and enable students to help each other particularly in areas where creative and original thinking will benefit them and also in self evaluating themselves. The University also provides the provision of re-evaluation of University answer scripts, so desirous students can apply for it.

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

As an affiliated college, the Himachal Pradesh University's calendar is adhered to. In addition to this, an Academic College Calendar is prepared and printed which contains a list of all the interactive and innovative programmes to be conducted by the college, both at the faculty and student level. The college strictly adheres to the examination schedule prepared by the examination committee and approved by the College Advisory body for conduct of internal examinations. The schedule is included in the college handbook and published in the institutions website, notice board and made known to the students. Detailed schedules with dates are given for Mid- Term and practical Examination. Students prepare for these examinations accordingly. Each member of the staff and student community receive a copy of the college calendar to enable them to plan for activities. An IQAC Calendar is also prepared this enumerates academic programmes and activities to be held in the college for quality enhancement. The IQAC evaluates such activities during their meetings.

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://www.gcbhoranj.info/sites/default/files/2020-03/PO%2C%20PSO%20and%20CSO.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage
----------------	----------------	--------------------------	--------------------	---------------------------	-----------------

			appeared in the final year examination	in final year examination	
BCA	BCA	BCA	23	22	96
B.Com.	BCom	BCOM	39	33	85
B.Sc.	BSc	Botany Zoology Chemistry Mathematics Physics	111	50	45
BA	BA	History Geography Economics Pol. Sci. Pub. Admin. Sociology Hindi Sanskrit English Music Phy. Edu.	60	60	100
View File					

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://www.gcbhoranj.info/sites/default/files/2020-04/2017-18%20feedback%20report.xlsx>

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 !!!				
No file uploaded.				

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
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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)
International	Mathematics	1	0.14

[View File](#)

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
Chemistry	2

[View File](#)

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
Quasi partial fixed rings	Ram Prakash sharma and Nirmal Singh	Southeast Asian Bulletin of Mathematics	2017	0	Govt College hamirpur	Nil

[View File](#)

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	Nil	4	Nil	Nil

[View File](#)

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
One day camp	Rover and Ranger Unit with local gram panchayat	2	43
Independence Day Parade	Rover and Ranger Unit with local administration	2	14
Sawachchhta Pakhwada	NSS unit with local gram Panchayat	2	35
SWEEP	NSS unit with Election Department	2	40
voter awareness camp	NSS unit with Election Department	2	112

[View File](#)

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
Extension activity of Red Ribbon club	Received award from Chief minister of Himachal Pradesh	Govt. of Himachal Pradesh	60

[View File](#)

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/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
swachh bharat	NSS unit with Swachh Bharat abhiyan	Swachchhta Pakhwada	1	22
AIDS awareness programme	Red Ribbon Club	World AIDS Day observation	2	60

[View File](#)

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
7444444	6887220

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Laboratories	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Newly Added
View File	

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
SOUL	Partially	2.0	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5757	992502	1530	615857	7287	1608359

[View File](#)

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	58	3	12	1	0	3	1	2	3
Added	15	0	0	0	0	3	12	0	0
Total	73	3	12	1	0	6	13	2	3

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

2 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
3000000	2821605	4400000	4058115

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)

In the academic session 2017-18, the college administration has made its best efforts to enhance the academic as well as physical facilities for students. This year we received a grant of Rs. 7444444.00 as infrastructure grants to college under Rashtriya Uchchatar Shiksha Abhiyan (RUSA). As per the recommendations of IQAC of this college we made an allocation of Rs. 3000000.00 for enhancing academic support facilities while Rs. 4400000.00 were allocated for creating and maintaining physical facilities. In academic support facilities we proposed to add more books to library, smart classroom creation and modernization of laboratories etc. In physical facilities we proposed payment for canteen construction, digitization of academic departments, pure drinking water facilities, Public Address System, CCTV cameras installation and Sports articles etc. The College is having laboratories in the various departments of sciences, arts and BCA. We are having a mechanism to ensure the

balanced allocation and optimum utilization of the funds for maintenance of infrastructure and purchase of new equipment. The IQAC forwards the proposals submitted by departments to the purchase committee. The purchase committee takes approval of the purchase from the Principal. The purchase is done by following HPFR 2009. The quotations are invited and the equipment is purchased from the vendor with the lowest quote. The record of the equipment is maintained in the stock register. At the end of the financial year, the College carries out an Internal Stock Verification. The various functions of the College are carried out by the administrative committees constituted by the Principal in consultation with IQAC. The security of the College is maintained by the security guard and night watchman. A number of CCTV cameras have been installed to monitor the infrastructure. Physical verification of the laboratory equipment is done every year to ensure the maintenance of laboratories. The Computer Desktops, Generator, Water Tanks, Motors and R.O System are maintained through the AMC with the respective companies. Fire extinguishers are installed and are checked every year. There are committees constituted for repair/maintenance of water supply and electrical equipments.

Laboratories: The equipments / instruments are utilized for practical curriculum of concerned classes. Charts, permanent specimen jars, permanent slides and computers are used for facilitating learning. **Library:** The library provides a facility of advanced and enhanced learning for the students. The library is maintained by library staff. The facility of Book Bank is also available. Its reading room has a seating capacity of 100 students. **Computer Labs:** The college has three computer labs (one each in BCA, Physics department with one central computer lab). The college tries its best to update these labs with computers of latest configurations. **Sports:** Basketball and badminton Court is used for outdoor games and sports. The college is having facility for Table Tennis, Weightlifting and boxing games. **Classrooms:** The support staff looks into the cleanliness of the classrooms. The maintenance of the existing facilities and new requirements in the classrooms is brought to the notice of the IQAC which takes care of all the needs.

http://www.gcbhoranj.info/infrastructure_maintenance2017-18

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	Students Aid Fund	5	5778
Financial Support from Other Sources			
a) National	1. Dr. Ambedkar Post-Matric Scholarship 2. IRDP Scholarships 3. Kalpana Chawla Chhatravritti Yojna 4. Scholarship for OBC students 5. Scholarship for SC students	99	626208
b) International	NIL	Nil	0

[View File](#)

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 implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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 competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Career guidance to fresher students	Nil	200	Nil	Nil
2018	Career options and avenues after graduation	Nil	79	Nil	Nil
2018	Career options and avenues after graduation	Nil	42	Nil	Nil
2018	various courses and opportunities after graduation	Nil	69	Nil	Nil
2018	Web development and web designing	Nil	24	Nil	Nil
View File					

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
Nil	Nil	Nil

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

Nil	Nil	Nil	Nil	Nil	Nil
View File					

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
2017	1	BA with Geography	Geography	Punjabi University Patiala	Masters in Geography
2017	2	BSc with Physics	Physics	H. P. University Shimla	MSc Physics
2017	1	BSc with Zoology	Zoology	Khalsa College Amritsar	MSc Zoology
2017	1	BSc with Zoology	Zoology	GNDU Amritsar	MSc Zoology
2017	2	BA with History	History	Punjabi university Patiala	MA History
2017	2	BSc with Zoology	Zoology	Carrer Point University	MSc Zoology
2017	2	BSc with Botany	Botany	Carrer Point University	MSc Botany
2017	1	BSc with Zoology	Zoology	Gautam Girls College Hamirpur	MSc Zoology
2017	1	BSc with Zoology	Zoology	MLSM College Sundernagar	MSc Zoology
View File					

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
No Data Entered/Not Applicable !!!	
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 Prize Distribution Function	College	946
Annual Athletic Meet	College	128
UMANG CSCA Cultural Fest	College	946

AAGHAZ Freshers Function	College	946
View File		

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
2017	NIL	National	Nil	Nil	NIL	NA
2018	NIL	International	Nil	Nil	NIL	NA

No file uploaded.

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

College Students Central Association is framed every year. The office bearers of CSCA executive and other members are nominated out of meritorious students. The president and vice president of CSCA executive are nominated from final year classes. The general secretary and joint secretary of CSCA executive are nominated from 2nd year and 1st year. Besides, class representatives are also nominated from respective classes on merit basis. The CSCA is also having student members from NSS, Rovers/Rangers, Sports Cultural categories and various clubs and societies of college. CSCA acts as a connecting link between students and administration. CSCA actively takes part in all the events and activities of college. CSCA also receives grievances and demands from students and brings to the notice of college administration. CSCA is also involved by college administration in various projects and works as advisory body on behalf of students. CSCA president is also member of college IQAC in order to incorporate the students' perspective in administration and management. CSCA for the session 2017-18 was formed on 23-09-2017.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

54

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

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)

All Conveners of administrative committees function independently with full

authority and responsibility. Each convener enjoys independent decision making power and has his team members to manage the task which makes the working environment of the institution quite comfortable. The institution follows faculty wise decentralization. There are three heads of faculty and seventeen heads of departments for U.G. courses. They are accountable for performance and student satisfaction of their concerned departments. Controller of Examination has been given full authority to take decisions in consultation with Examination Committee and enforce such decisions which has helped to introduce credible internal examination system with timely result declaration. Examination Department is linked with regular academic operations and all exam related activities are conducted by the Examination Committee. Decentralization in this college is seen as a means of improving quality of educational and cocurricular services. Principal, College advisory body, Staff Council, IQAC Members, College Students Central Association, Parents Teachers Association, Alumni association and various other administrative committees are jointly empowered to propose, design, formulate and execute their plans within the frame work of governance. The Administrative Committee, Staff Council, Internal Quality Assurance Cell, College Development Committee and Discipline Committee, all are working together for the smooth running and over all functioning of the college.

1. The institution has a mechanism for delegating authority and providing operational and partially financial autonomy to the various administrative committees to work towards decentralized governance system. In this process some of the administrative committees are given an imprest amount for immediate expenditure upto Rs. 3000.00 without prior sanction of Principal.

2. Participative Management: This institution is having a culture of participative management. In various activities of college, the staff, students, old students and other stakeholders like PTA members are actively involved. As a result of this decentralisation we have been able to give importance to participative management. Both students and staff are allowed to share any suggestions aiming at the development of the institution. Every employee and student is encouraged to give suggestions which are taken up seriously by the advisory body of college. We have installed suggestion boxes in the college for inviting suggestions which are monitored by suggestion box committee. Parent Teacher Association Meetings are facilitated through staff meetings and departmental meetings. Such meets are supported by informal discussions on important issues about the future course of action.

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	College prospectus with all details of all courses, requirements, fee structure and rules and regulations, etc. was printed and made available well on time. • Admission information was prominently displayed at various places in the town. • Arrangements were made to students and parents to be guided by arranging programme wise counseling desks. Faculty members were placed on duty. • Customized admission software has been developed to facilitate the admission process. • All information relating to admission

	<p>processes are made known to the public by way of a Help Desk which is created through which all information is updated to public during admissions. • Staff is made available to provide every help to the candidates willing to seek any information regarding the college, subjects and its admission processes. • Canteen facility was made available for the admission seeking students and their parent/guardians.</p>
<p>Industry Interaction / Collaboration</p>	<p>We are trying to organize job fairs in collaboration with industries and HP Government.</p>
<p>Human Resource Management</p>	<p>The recruitment and selection of staff is done by the Government of Himachal Pradesh. The policy for training and development and that of compensation is framed by the Government of Himachal Pradesh. The college has a well-written policy on handling grievances. The staff Secretary and CSCA of the college is providing leadership and able administration to carry out various requirements of effective Human Resource Management.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The physical infrastructure has been improved/ developed as per need of the library. The institution has made various ICT resources available to its staff and students. Latest books and journals are subscribed to and purchased every year. We have installed LCD projectors in Seminar hall and some of the class rooms and labs, Digital notice boards / LED screen has been installed in college in order to disseminate information to students relating to events, news, and other important information. Fire extinguishers have been installed in campus and students and staff have been trained in handling the equipment. The college is having laboratories in science subjects and Geography, Music and Physical Education subjects in humanities. All the labs are well equipped with all required instruments. We have three computer labs (one each in BCA and Physics departments) One central computer lab is also there for use by all college students. ICT tools has been enhanced in the college during 2017-18. Laboratories have also been modernised with the procurement of latest instruments.</p>

<p>Research and Development</p>	<p>Research is the integral part of the academic endeavors of the College. It has been considered as an important part in the development of College. Research Committee regularly posts information about forthcoming workshops, seminars and conferences. The College promotes and encourages faculty participation in research by granting them duty leave. The staff members are encouraged to write research papers and formulate major/minor research projects.</p>
<p>Examination and Evaluation</p>	<p>Continuous Comprehensive Assessment is carried out throughout the year through regular tests, assignments, objective tests, projects, paper presentations, seminars, quizzes etc. Routine tests are conducted and much appreciated by students as critical thinking, concept understanding and creativity come to the fore. Some departments take regular, weekly tutorials. Remedial instruction is given to slow learners and challenged students. Mid-term tests help to prepare the students for University Examinations. Corrected answer scripts are shown to the students for scrutiny. The teachers explain about as to how answer writing, presentation as well as scoring can be enhanced by the students in forthcoming examinations. Peer evaluation is also practiced by teachers to empower and enable students to help each other particularly in areas where creative and original thinking will benefit them and also in self evaluating themselves. The University also provides the provision of re-evaluation of University answer scripts, so desirous students can apply for it.</p>
<p>Teaching and Learning</p>	<p>The college has an objective and effective system of student evaluation through which a meaningful teaching and learning is assured. Besides, ample number of class rooms, we are having well-equipped Laboratories. The well furnished Library enables students to have greater learning experience aptly supported by inputs from teachers. Lecture method along with assignments and seminars is widely used by the faculty in all the departments. However these are augmented by other innovative teaching-learning methods that are</p>

	suitable for specific subjects.
Curriculum Development	The curriculum is decided by the members of board of studies of Himachal Pradesh University which is constituted by various teachers of college and University level. Teachers attend various meetings about the discussion on syllabi and curriculum organized by the University from time to time. Teachers brainstorm for the additional inputs on any change in curriculum. Proper workload distribution among the staff members.

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

E-governance area	Details
Administration	Student data is maintained on Advanta Rapid Students Management System. Student management software is also being used for recording and maintaining the student data. Service record of teaching and non teaching staff is being maintained on Manav Sampada system created by Department of Personnel, Government of Himachal Pradesh. WhatsApp group of college staff has been created for paperless information circulation.
Finance and Accounts	All the financial and accounting data is maintained electronically on e-bills software of Department of finance, Government of Himachal Pradesh. We have partially maintained RUSA accounts on PFMS (Public Financial Management System).
Planning and Development	Time Table and academic calendar is uploaded to institutional website for the benefit of students.
Student Admission and Support	Student admissions are being done on Advanta system. We intend to upgrade to online admission process in near future
Examination	The examination forms of students are filled electronically on web utility provided by Himachal Pradesh University Shimla. The results of students are also declared electronically. The Himachal Pradesh University is also going to digitize the process of registration of students in near future.

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
2018	NIL	NIL	NIL	Nil
2017	NIL	NIL	NIL	Nil
No file uploaded.				

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 staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

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
ORIENTATION PROGRAMME	1	03/01/2018	31/12/2018	28
ORIENTATION PROGRAMME	2	04/12/2017	31/12/2017	28
View File				

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
Pension, Commuted pension facility, gratuity, earned leave encashment, insurance benefits under GIS, Medical reimbursement facility, maternity and paternity leave, Personal accidental insurance, NPS facility to employees appointed after 2003	Pension, Commuted pension facility, gratuity, earned leave encashment, insurance benefits under GIS, Medical reimbursement facility, maternity and paternity leave, Personal accidental insurance, NPS facility to employees appointed after 2003	Various scholarship schemes, Student Aid Fund

6.4 – Financial Management and Resource Mobilization

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

It is a regular feature of the institution to conduct the internal and external audit. A committee comprising of bursar and other senior faculty members is framed. this committee monitors the receipts and expenditures of the institution and verifies the bills and vouchers after observing codal formalities. This internal audit committee reports to the Principal of college. CAG and CA conducts the external audits regularly. Besides, local audit department also audits our local funds like PTA fund.

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
NIL	0	0
No file uploaded.		

6.4.3 – Total corpus fund generated

385860

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	Yes	Directorate of Higher Education Shimla	Yes	IQAC
Administrative	Yes	Directorate of Higher Education Shimla	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

PTA has supported this institute in various activities and projects. 1. Construction of small iron bridge over a seasonal rivulet running along the college. Welding work was done. The work was coordinated and funded by PTA. Rs. 47888.00 2. Payment of Electricity bill payment : 47401.00 3. PTA also supported this college for repair works 39886.00

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

NIL

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

1. Initiative for creation of smart classrooms in college. 2. Initiative for adding new courses like BBA in UG category and PGDCA in PG diploma category. We have also written to Government of Himachal Pradesh for starting PG courses in some subjects in this college. 3. Initiative for transport facilities and hostel facilities for the benefit of students. 4. Initiative has been taken for starting of NCC unit. It may be started soon. 5. Initiative has been taken for registration of alumni association.6. IQAC has been given more powers to make it more effective.

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
2017	For enhancing the security and monitoring in the college premises installation of CCTV cameras in library, all corridors and outside main building was planned	20/09/2017	12/12/2017	15/12/2017	946
2018	Public address system to be installed for the effective and immediate communication.	20/09/2017	27/03/2018	28/03/2018	946
2018	Installation of sanitary napkin vending machine in college	20/09/2017	02/04/2018	02/04/2018	605
2018	Upgradation and refurbishing of girls common room.	20/09/2017	13/11/2017	19/11/2017	605
2018	Provision of ICT facilities to all department by providing them	20/09/2017	05/02/2018	13/02/2018	946

	desktops/PCs and printers.				
2018	Creation of at least five smart class rooms.	20/09/2017	09/05/2018	14/05/2018	480
View File					

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	
			Female	Male
No Data Entered/Not Applicable !!!				

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
<p>Our College is cognizant and committed to the environmental issues and is proactive in the protection and conservation of nature in its campus and surroundings. Students as well as staff members of college are highly conscious about the ecosystem conservation and maintenance in campus. IQAC of the college has also suggested making a policy in the institution about protection of environment and development of a green campus. Some proposed objectives of the policy are as follows. Eco-friendly campus: Energy conservation: College is very much aware that energy saved is energy generated. Therefore energy conservation is being treated as priority. Students have been made aware by energy club about switching off the lights and fans while coming out of the classrooms and laboratories. 1. In the year 2017-18, students were made aware about use of sunlight instead of electricity to reduce dependence on electricity. 2. For energy conservation we have stopped the use of incandescent bulbs. Instead of this we are using LED bulbs and fluorescent tubes. 3. Repair works were done in college to prevent wastage of water from out of order washrooms, leaking pipes, out of order fans, lights and switches etc.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1

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
2017	1	Nil	29/07/2017	1	Cleanliness campaign	College campus was	215

					in college	cleaned	
2017	1	Nill	18/08/2017	1	AAGHAZ Functions for Fresher Students	The fresher students were welcomed in the college. The fresher students were encouraged to participate in various literary and cultural activities. This event worked as icebreaking event for students in the college.	450
2017	Nill	1	06/01/2018	7	Special seven Days NSS Camp	The NSS volunteers took part in cleanliness drive in the villages of Tarkwari, Bhadru, Government Dispensary at Dho and Galu Amb Bus Stop.	200
2017	Nill	1	23/09/2017	1	Cleanliness and Plastic removal Campaign	NSS volunteers took part in cleanliness and plastic removal campaign in areas in the	50

						vicinity of college. The volunteers also awarded the local community for cleanliness
--	--	--	--	--	--	--

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
Handbook of Information for UG students (all courses)	01/06/2017	The handbook of information or prospectus of the college is printed every year. This handbook is having the guidelines for students about their conduct in the college. The handbook also contains guidelines and advisory regarding minimum required attendance, against ragging in the college and punishments in case of any violation. The handbook of informationcum-prospectus is available to students from the office at a cost of Rs. 50.00 only.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
cleanliness drive	24/09/2017	24/09/2017	50
cleanliness drive	06/01/2018	12/01/2018	50

[View File](#)

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

1. In the year 2017-18, students were made aware about use of sunlight instead of electricity to reduce dependence on electricity. 2. Small committees of students were formed which during their free time visited various offices, classrooms, toilets to keep an eye on wastage of resources. They also spread awareness about ecosystem conservation. 3. For energy conservation we have stopped the use of incandescent bulbs. Instead of this we are using LED bulbs and fluorescent tubes. 4. Repair works were done in college to prevent wastage of water from out of order washrooms, leaking pipes, out of order fans, lights and switches etc. 5. Efforts are being made to minimize the use of paper and using the both sides of paper in printing.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the best practice: Awareness about cleanliness and sanitation at Institutional and local level. Context of the best practice: Good health is a boon itself and cleanliness is prerequisite for a healthy life. Our respected Prime Minister Sh. Narendra Modi ji has time and again urged all Indian citizens to devote their energies and time to create a clean and healthy environment so that all can live a healthy and happy life. In this context, it was considered appropriate to create awareness at institutional and local level about this issue. Objectives of the practice: 1) To create awareness about the

significance of cleanliness and sanitation at institutional and local level. 2)

To motivate students, local people and teachers to contribute their part in maintaining cleanliness local level. The Practice: A large number of students of our institution were sensitised about the significance of cleanliness and sanitation. They were also motivated time and again to maintain cleanliness at institutional and local level. They were also motivated to contribute their part in maintaining cleanliness at personal, institutional and local level.

They were made aware about a number of activities that can be done at local level to enhance cleanliness and level of sanitation. To make this practice more effective, a number of initiatives were taken at institutional and local level. To enhance personal hygiene among girl students, that too at negligible cost, a sanitary napkin vending machine was installed in the college premises.

Further, to safely dispose of waste/used sanitary napkin an incinerator was also installed in the institution. A women teacher explained the use of said machine and incinerator to girl students and also sensitized them about personal hygiene and its role in healthy life. Similarly, cleanliness drive was organised throughout the year for a number of days. In this drive waste material and garbage was removed from college premises by the students and teachers. Similarly, students of our college also visited some adjacent villages such as Tarkwari and Bhadru to create awareness about sanitation and cleanliness among local inhabitants. They encouraged local residents to construct toilets, drainage pipes and soak pits etc. and use them. Students also cleaned these villages. Students also performed cleanliness activities at Gallu Amb Bus stop and premises of Government dispensary at Dho. Obstacle faced (if any) and strategies adopted to overcome them: Since the catchment area of college is entirely rural and economy is primarily based on agriculture.

Besides this, due to absence of any large and perennial river in the surrounding area, it usually experiences shortage of water. Use of toilets requires considerable amount of water on daily basis. As a result, it becomes very difficult to continue the use of toilets especially during summer and other relatively drier period. Impact of the practice: A positive message was conveyed to the local residents, students and teachers as well. Besides creating clean surroundings, this activity also helped in spreading a sense of positivity. Installation of sanitary napkin machine and incinerator also helped in promoting personal hygiene among girls students. Resources required: • More funding is required to do such activities at large scale and consistently. • Water conservation activities at larger level are required to be promoted at

large scale to make the use of toilets etc permanent. Title of the best practice: To inculcate habit of energy and water conservation among students. Context of the best practice: Energy and water are two most crucial resources for all form of lives on our planet. These resources are scarce in nature and are becoming scarcer day by day by human activities. In this context, it was considered suitable to inculcate habit of energy and water conservation among students. Objective of the practice: 1) To inculcate habit of energy and water conservation among students. The Practice: Students of our institution were explained the importance of energy and water resources in maintaining life on our planet. Their attention was also drawn to the scarcity of these resources and deteriorating quality of available resources by our activities. They were

encouraged to take all possible steps (no matter how small it might be) to conserve these precious resources. They were also motivated time and again to practice small eco-friendly activities at their homes, institute and local level and to develop habit of conservation of resources. To enhance efficacy of this practice, teachers were encouraged to use sunlight as far as possible in classroom and use minimum amount of energy. Students as well as teachers were encouraged to turn off fans', lights and other switches when equipments related to that were not in use. Similarly they were also encouraged to turn off running water tapes etc when not in use. In order to make this practice a routine one, energy conservation and water conservation committees consisting of students and teachers of the institution, were constituted. These committees were assigned the task of checking water tapes, washrooms, classrooms, lights, fans and computer etc. and turn these off when not in use. Similarly, out of order washrooms, leaking tapes, broken water pipes, non functioning fans, electric tubes were routinely checked, repaired or replaced as required. Obstacle faced (if any) and strategies adopted to overcome them: To adopt eco friendly technologies and alternative sources of energy such as solar lights, water harvesting systems etc. require considerable amount of funds which usually is very limited at the disposal of small, affiliated and rural colleges like ours. Impact of the practice: Though it is very difficult to measure the impact of such activities in a short span however, by participating in such activities students do develop a sense of responsibility and positive attitude. Besides this, in the institution to conserve Resources required: • More funding is required to install eco-friendly technology at institutional level that may act as a role model for students and local residents.

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

<http://www.gcbhoranj.info/bestpractices2017-18>

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 vision of this college is to empower rural youth to meet the educational, social and economic needs for a better life and to face the global challenges. This colleges endeavors to nurture future society leaders from this rural area. This college is fed by about 20 senior secondary schools of rural areas. The college makes its best efforts to cater to the demand of students after their 102 class. Most of the students seeking admission in this college come from weaker sections of the society. Therefore this institution provides best education, modern exposure and all possible job opportunities at their doorstep. We have got three regular courses BA, B.Sc. and B.Com., while one semi-professional course BCA for UG classes. Since its inception, college aims at overall development of student so that they emerge in the society as knowledgeable and enlightened citizens through acquired value system. So, in addition to studies students of college are accentuated to participate in value based social activities through NSS, Rovers Rangers and Red Ribbon Club. Blood donation camps have also been organized in the past by NSS unit of this college which inculcates the spirit of noble deeds for humanity. Tree Plantation drives have also been organized in the college campus by Eco Club and NSS unit of this college. Students are also encouraged to celebrate various national and international days of social and educational importance. Participation in sports activities inculcates in them the spirit of discipline and team work. As an outcome the vision of this institute has resulted in overall development of the youth of this rural area of this hill state. Our students are serving the country and society in various capacities. We are making every effort to make our vision and mission successful in holistic manner.

Provide the weblink of the institution

http://www.gcbhoranj.info/institutional_distinctiveness

8.Future Plans of Actions for Next Academic Year

Being a rural area institution we have observed that the students taking admission in this college are very poor in terms of exposure to the modern, advanced, scientific and social facilities, therefore, in the year 2018-19 we plan to provide this exposure to our students so that they can compete with students of urban area during the times of their higher education. To enhance, the employability of our students we have a plan to organize job fair in this institute so that our students get an insight about facing interviews and getting jobs in private as well as govt. sector. This institute is facing problem of hoodlums because a public road is passing through our premises therefore, we with our PTA and CSCA have a plan to get this road shifted to outside the campus so that students and staff of this college can study and teach in a pristine educational atmosphere.