Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT COLLEGE BHORANJ (TARKWARI)**
Name of the head of the Institution	**HARDEV SINGH JAMWAL**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01972287505**
Mobile no.	**9418096552**
Registered Email	**gcbhoranj@gmail.com**
Alternate Email	**gcbhoranj-hp@nic.in**
Address	**GOVERNMENT COLLEGE BHORANJ (TARKWARI), Village Tarkwari, Post Office Kanjian, District Hamirpur (H.P.) 177025**
City/Town	**Hamirpur**
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	**kumarvkaundal67@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.gcbhoranj.info/images/1669442103AQAR%202018-19.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.gcbhoranj.info/images/195093715Academic%20Calendar.jpg

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
Electrification of Staff	**12-Jul-2019**	**10**

quarters	0	
Expediting the construction work of Canteen Building	12-Jul-2019 0	693
Extension Lectures in various streams	12-Jul-2019 365	693
Installation of Large Format Professional Display	12-Jul-2019 0	693
Procurement of Sports Articles for improvement of sports facilities	12-Jul-2019 0	500
Procurement of Equipments for Science Lab	12-Jul-2019 0	300
Upgradation of MI Room	12-Jul-2019 0	693
Online Students Satisfaction Survey on College Web Portal	12-Jul-2019 0	693
	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 Bhoranj (Tarkwari)	Infrastructure Grant to Colleges	RUSA	2019 1	2000000
Government College Bhoranj (Tarkwari)	Material and Supplies	Himachal Pradesh Government	2020 1	375000
Government College Bhoranj (Tarkwari)	Salaries and Other Allowances	Himachal Pradesh Government	2019 365	27853310
		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 :	**8**
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. IQAC coordinated with all the departments of college for ensuring improvement in academic and cocurricular performance of the institution and maintaining quality standards. 2. IQAC ensured that maximum no. of students take part in activities of various clubs and societies. 3. IQAC was involved with RUSA affairs committee in effective and judicious utilization of grants received under Ïnfrastructure Grants to Colleges. 4. IQAC coordinated with HPPWD and HPSEBL in expediting the construction work of canteen and electrification of staff quarters. 5. IQAC successfully organized career counselling sessions in collaboration with Career guidance and placement cell of college. 6. IQAC conducted students satisfaction survey 201920 online on college web portal. 7. IQAC ensured that online classes are conducted with maximum efficiency during COVID19 lockdown and subsequent closure of institutions. 8. IQAC constantly encouraged and inspired the faculty members for promoting research apptitude and research ethics.

[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	Achivements/Outcomes
IQAC asked Mr. Prince Thakur to prepare and submit proposal for starting PGDCA.	The proposal was accepted was Himachal Pradesh Government and PGDCA shall be started from next session
IQAC asked Mr. Abhinav Sharma to take care of online students satisfaction survey.	The task was accomplished.
IQAC asked first aid committee to upgrade the MI room for providing emergency medical facilities to students and staff members.	MI Room was upgraded.
For maintaining the academic quality in various departments IQAC recommended for purchase of required equipment/ apparatuses in laboratories.	The procurement of equipment/apparatuses was done in Botany, Zoology, Physics, Chemistry labs.
IQAC asked the Department of Physical Education to increase/improve sports facilities.	New sports articles were purchased.
The estimate of electrification of staff quarters shall be taken from Himachal Pradesh State Electricity Board. Because the college is having	The budget was received from Directorate of Higher Education due to conscious efforts of IQAC and the electrification of staff quarters was

paucity of funds, the estimate shall be sent to Directorate of Higher Education for budget sanctioning. As and when the budget is received from Directorate of Higher Education, the same will be deposited to Himachal Pradesh State Electricity Board.	accomplished.
IQAC will maintain a constant communication with HPPWD for expediting the canteen construction work.	Canteen construction work was completed and the canteen building was handed over to college by Himachal Pradesh Public Works Department. Inauguration of canteen building was done by Hon'ble MLA of Bhoranj assembly constituency Smt. Kamlesh Kumari.
IQAC recommended the purchase committee to get the large format professional display in conference hall.	The large format professional display was procured from GeM. The purchase was funded from RUSA grant. The installation has been done
[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	2020
Date of Submission	28-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	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 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

Curriculum planning and implementation follows Curriculum design as per Himachal Pradesh University. 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 begging of every academic year the college chalks out an academic calendar. Every faculty member sets the time table scheduled each subject for teaching which include lecture hours and provide reading lists (reference books) to the students. 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/entreprene urship	Skill Development
Nil	Nil	Nil	Nil	Nil	Nil

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 !!!		

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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
BA	History Geography Economics Pol. Sci. Pub. Admin. Sociology Hindi Sanskrit English Music Phy. Edu.	01/07/2019
BSc	Botany Zoology Chemistry Mathematics Physics & Computer Science	01/07/2019
BCom	BCOM	01/07/2019

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
Apiculture	01/07/2019	3
Sericulture	01/07/2019	15
e-Governance	01/07/2019	70
Fuel Chemistry Chemistry of Cosmetics Perfumes	01/07/2019	15
Pesticide Chemistry Pharmaceutical Chemistry	01/07/2019	13
Radiation Safety	01/07/2019	25
Physics Workshop Skills	01/07/2019	6
[View File](#)		

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	Geography	9
[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
Feedback provides opportunity to students and other stakeholders to actively participate in the improvement of programs of study. 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. Feedback thereby improves the quality of students learning experiences and also gives

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	Economics, English, Geography, Hindi, History, Music, Physical Education, Political, Science, Public and Administration Sanskrit Sociology	2640	229	205
BSc	Botany Zoology Chemistry Mathematics Physics, Computer Science	1440	301	268
BCom	B.Com.	240	165	150
BCA	BCA	120	70	66
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	689	Nill	24	Nill	Nill

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	Numberof smart classrooms	E-resources and techniques used
24	11	88	7	Nill	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)

n 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
689	24	1:29

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
27	24	3	Nill	12

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
2020	Not Applicable	Nill	Not Applicable
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BCA	BCA	5th sem	13/11/2019	01/07/2020
BCA	BCA	3rd Sem	14/11/2019	27/07/2020
BCA	BCA	1st Sem	15/11/2019	20/07/2020
BSc	BSc	5th Sem	27/11/2019	12/06/2020
BCom	BCom	5th Sem	27/11/2019	12/06/2020
BA	BA	5th Sem	26/10/2019	12/06/2020
BSc	BSc	6th Sem	03/09/2020	15/10/2020
BCom	BCom	6th Sem	27/08/2020	15/10/2020
BA	BA	6th Sem	01/09/2020	15/10/2020
BCA	BCA	6th Sem	28/08/2020	06/11/2020

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)

https://www.gcbhoranj.info/images/-803869320PO,%20PSO%20and%20CSO.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	History Geography Economics Pol. Sci. Pub. Admin. Sociology Hindi Sanskrit	81	62	76.5%

		English Music Phy. Edu.			
BSC	BSc	Botany Zoology Chemistry Mathematics Physics & Computer Science	92	44	47.8%
BCom	BCom	BCOM	50	39	78%
BCA	BCA	BCA	25	16	64%
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2.7 – Student Satisfaction Survey

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

http://www.gcbhoranj.info/sites/default/files/2020-12/Student%20Satisfaction%20Survey%20Report.pdf

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
Minor Projects	0	NA	0	0
Interdisciplinary Projects	0	NA	0	0
Industry sponsored Projects	0	NA	0	0
Projects sponsored by the University	0	NA	0	0
Students Research Projects (Other than compulsory by the University)	0	NA	0	0
International Projects	0	NA	0	0
Total	0	NA	0	0
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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

Nil	Nil	

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 !!!				
View File				

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
Nil	Nil	Nil	Nil	Nil	Nill
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nil		

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	Nill

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	Zoology	1	Nill
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
No Data Entered/Not Applicable !!!	
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
Check list of macro invertebrates….	R. Jindal,D. Singh,V.C. chandel	Plant Archives	2020	0.1	GC bhoranj PU chandighar h	2
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	Institutional affiliation as

| Nill | Nill | Nill | 2020 | Nill | Nill | Nill |

View File

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

Number of Faculty	International	National	State	Local
Presented papers	2	6	Nill	Nill
Attended/Seminars/Workshops	Nill	1	Nill	Nill

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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
Plantation Program	NSS	1	26
Poster Making (Sawachhata Abhiyan)	NSS	3	13
Cleanness college	NSS	1	62
Yoga Day	Rovers Rangers Unit GC Bhoranj (Tarkwari)	2	17
Anti Drug Day	Rovers Rangers Unit GC Bhoranj (Tarkwari)	2	20
Cleanness college	Rovers Rangers Unit GC Bhoranj (Tarkwari)	2	30
State level Youth Form	Rovers Rangers Unit GC Bhoranj (Tarkwari)	2	2
Plastic Free campaigns	Rovers Rangers Unit GC Bhoranj (Tarkwari)	2	13
Drug abuse and alcoholism campaign	Rovers Rangers Unit GC Bhoranj (Tarkwari)	2	13

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
Nil	Nil	Nil	Nill

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
**No Data Entered/Not Applicable !!!**

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
Nil	**Nill**	**Nill**	**Nill**

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
Nil	**Nill**	**Nill**	**Nill**	**Nill**	**Nill**

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
Nil	**Nill**	**Nill**	**Nill**

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
14727739	**14727739**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar Halls	**Existing**
Classrooms with LCD facilities	**Existing**
Laboratories	**Existing**
Class rooms	**Existing**
Seminar halls with ICT facilities	**Existing**

Value of the equipment purchased during the year (rs. in lakhs)	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 patially)	Version	Year of automation
SOUL	Partially	2.0	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7240	1608359	Nill	Nill	7240	1608359
Journals	5	5450	Nill	Nill	5	5450

| 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
NIL	Nill	Nill	Nill

| View File ||

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	64	3	6	3	25	4	6	4	0
Added	5	0	0	0	0	0	0	0	0
Total	69	3	6	3	25	4	6	4	0

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
Nil	Nill

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	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical

	facilities		facilites
0	Nill	Nill	Nill

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)

The institution has policy to provide best infrastructure and facilities in accordance with course and program introduced from time to time for effective teaching and learning. To create new infrastructure, college utilizes the funds provided by the state government and different other funding agencies such as UGC, RUSA, the funds are expended to renovate the college building, class rooms, laboratories, library whenever required. Every department is provided with internet connection for teachers and students. The institution administration has always been in favour of offering need based new courses and programmes out of the courses introduced from time to time by affiliating university. According, it makes provisions for increase infrastructural facilities. It elaborated as follows: - Maintenance of College Building: The college building is maintained by the administration with the help of Himachal Pradesh Public Works Department which has expertise of competent civil engineer and electrical engineers. The services of plumbers, electricians, and computer analysts are taken for minor repairs and rectifications. Whitewashing of building is done once in every five years by HP PWD for which budget is provided by either Building fund of college or from RUSA renovation/upgradation grant. Maintenance of Classrooms: Classrooms with furniture and teaching aids are maintained by the respective department staff and attendants and supervised by the respective Head of the Department. The Heads of Departments report to the administration periodically for all the maintenance works. Minor repairs supervised by college property in charge. Staffs of respective department monitor effective utilisation of the laboratories. Students optimally utilize all classrooms during the daylong working hours and are also mentored to upkeep the furniture. Maintenance of Library: The library is maintained by Assistant Librarian. The college has decided to start automation software. The name of software is SOUL and it will be fully automated. The version is 2.0 limited. The library has large collection of books and journals which the faculty can use effectively and provided comprehensive latest infrastructure to the students. The students are motivated to use the library independently which can enhance their skills and knowledge. Proper pest management is done to minimize the problems caused by insects. Borax or common salt is used to prevent cockroaches. Maintenance of Laboratories: The respective faculty membersand lab staff are given responsibility to maintain the equipments under their purview. Stock registers and asset registers are maintained by the respective laboratories to report entries and defects arising for rectification. All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Principal. Maintenance of Sports Facilities: The sports equipments, fitness equipments, ground and various courts are maintained by the Physical Education Department. Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in every three months Maintenance of Campus Cleanliness: Cleaning of the campus is performed daily in the morning before the regular classes begin with the help of the housekeeping staff. Toilets are also cleaned every day. Annual Stock Verification is also done.

https://www.gcbhoranj.info/images/1988335553Infrastructure%20Maintenance.pdf

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	**Student Aid Fund**	**16**	**16000**
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**	**Nill**	**Nill**
b)International	**Nill**	**Nill**	**Nill**
[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 implemetation	Number of students enrolled	Agencies involved
NIL	**Nill**	**Nill**	**Nill**
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 passedin the comp. exam	Number of studentsp placed
2019	**Seminar Through DEO**	**689**	**689**	**Nill**	**Nill**
2020	**Digital Literacy (PMGDISHA)**	**689**	**689**	**Nill**	**Nill**
[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
Nill	**Nill**	**Nill**

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations	Number of students	Number of stduents placed	Nameof organizations	Number of students	Number of stduents placed

visited	participated		visited	participated	
Nil	Nill	Nill	Nill	Nill	Nill

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	2	B.Com	Commerec	Nill	M.Com
2020	5	B.Sc.	Science	Nill	M.Sc.
2020	6	BA	Arts	Nill	B.Ed.
2020	1	BCA	Computer	Nill	M.C.A.

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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
AAGHAZ Freshets' Function	College	600
Annual Athletic Meet	College	70
Annual Prize Distribution Function	College	400

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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Nil	Nill	Nill	Nill	Nill	Nill
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 2019-2020 was formed on

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

75

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Nil

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 have 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 means of improving quality of educational and co-curricular services. Principal, College Advisory Body, Staff Council, IQAC Members, College Students Central Association, Parents Teachers Association, Alumni association and various other administrative committees are 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 up to 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 decentralization, 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 meetings 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 prospectuses with all details of all courses, requirements, fee structure, rules and regulations etc. were 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 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 is available for the admission seeking students and their parents/guardians. • Software for online admission and fee payment is being made available from the next session.
Industry Interaction / Collaboration	We are trying to organize job fairs in collaboration with industries and HP Government
Human Resource Management	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

	requirement of effective Human Resource Management.
Library, ICT and Physical Infrastructure / Instrumentation	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 have been enhanced in the college during 2019-20. Laboratories have also been modernised with the procurement of latest instruments.
Research and Development	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. The 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
Examination and Evaluation	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 instructions are given to slow learners and differently

	abled 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 the 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 in self evaluating them. The University also provides the provision of re-evaluation of University answer scripts, so desirous students can apply for it.
Teaching and Learning	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 have 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 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 the different colleges at the 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 is ensured.

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

E-governace 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 on the institutional website for the benefit of students.
Student Admission and Support	Student admissions are being done on Adavanta system. We are upgrading to online admission process from the next academic session.
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
2020	Nil	Nil	Nill	Nill
2019	Nil	Nil	Nill	Nill
[View File](#)				

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)
2020	Nil	Nil	Nill	Nill	Nill	Nill
[View File](#)						

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	Number of teachers	From Date	To date	Duration

professional development programme	who attended			
ORIENTATION PROGRAMME	1	16/08/2019	05/09/2019	21
REFRESHER COURSE	2	10/10/2019	23/10/2020	14
OTHER COURSES (FDP)	1	20/06/2020	24/06/2020	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

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 bursar and other senior faculty members has been framed. This committee monitors the receipts and expenditures of the institution and verifies the bills and vouchers after observing all the codal formalities. This internal audit committee reports to the Principal of college. CAG and CA conduct the external audits regularly. Besides, local audit department also audits our local funds like PTA.

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	Nill
No file uploaded.		

6.4.3 – Total corpus fund generated

1520092

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. Repair of Taps amounted to Rs. 941/ 2. PTA supported in security of the institution by keeping the Security Officer from PTA fund. A sum of Rs 96380/ was paid to the Security officer during 2019-20. 3. Sports shoes and sports dresses were also purchased from PTA fund amounted to Rs 2860/. 4. Expenditure occurred on dismantling old shed near the main gate Rs 5000/

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 the 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
2019	Electrification of staff quarters(Financed by Director of Higher Education)	12/07/2019	14/02/2020	14/02/2020	36
2019	Expediting the construction work of	12/07/2019	12/10/2019	12/10/2019	693

2019	Installation of large format professional display(75cm) in conference hall	12/07/2019	04/10/2019	19/10/2019	717
2019	Procurement of sports articles	12/07/2019	03/09/2019	13/09/2019	693
2019	Purchase of equipments for science laboratory	12/07/2019	06/02/2020	07/03/2020	315
2020	Upgradation of MI room	12/07/2019	23/04/2019	01/10/2019	693
2020	Proposal to start PGDCA course under self finance	Nill	Nill	Nill	50

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Nil	Nill	Nill	Nill	Nill

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
1. The students are motivated to save electricity by switching off electric appliances, tubes and bulbs in each classroom when they leave the classrooms. 2. Solar lights and LED bulbs have been installed in the college campus for power saving and energy conservation. 3. A general culture has been developed in the college to use dustbins and to put mobiles phones on silent mode. 4. The college has an active Eco Club which has taken various steps to make college premises environment friendly. 5. Repair works have been done in college to prevent wastage of water from out of order washrooms, leaking pipes.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	1	10/12/2019	1	One day Awareness Campaign On "Drug abuse and alcoholism"	Public Health	30
2019	Nill	1	22/10/2019	1	Cleanliness camp under Swachhata Hi Seva 2019	Clean Environment	63
2019	Nill	Nill	13/12/2019	1	Lecture organized on AIDS Awareness Drug Addiction	Public Health	63
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook of Information for UG students	18/06/2019	This handbook of information makes students aware about code of conduct regarding various issues addressing discipline rules, library rules, leave rules, ragging, attendance and general conduct. It informs the students about various clubs, units like NSS and Rovers and Rangers available in the institution. The students can inculcate qualities like discipline, leadership and patriotism among themselves by joining such units. This handbook also includes information about different departments, faculty

7.1.6 – Activities conducted for promotion of universal Values and Ethics			
Activity	Duration From	Duration To	Number of participants
Celebration of International Yoga Day	21/06/2019	21/06/2019	17
Celebration of Independence Day	15/08/2019	15/08/2019	200
Lecture/Declamation Competition organized on HIV awareness by Red Ribbon Club	30/08/2019	30/08/2019	47
Celebration of Constitution Day	26/11/2019	26/11/2019	20

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

1. Installation of ample number of Solar lights and LED bulbs in college campus. 2. Uprooting of weeds and cleaning of campus done under various cleanliness drives organized by Rover Ranger and NSS. 3. Planting of various plants and trees (both perennial seasonal) inside the campus? OR Active initiatives taken for setting up of botanical garden and use of organic manures and fertilizers in the garden.? 4. Eco club of the college took many initiatives to make the campus plastic free as it has harmful effects on our ecosystem. 5. Pooling of vehicles by staff members?

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I (Reducing the use of single use plastic in college campus) Plastic pollution is a real issue now a days as natural decomposition of plastic can last 400-1000 years and its few types can be non-degradable as well. Both recycling and creation of plastic produce toxic gases and residues which causes air water and land pollution. Its harmful effects are a cause of huge concern for everyone so to save our earth and to create a better future for our coming generations is a moral as well as social responsibility. Single use plastics also referred to as disposable are commonly used for plastic packaging7 and include items intended to be used only once before they are thrown away or recycled. The data for this disastrous single-use plastics problem paints a shocking picture. Eco club of the college took initiatives for identifying the reduced use of single use plastic in college campus as best practice of the institution . Following steps were taken by the eco club to curb this menace in college campus 1. An awareness rally including around 200 students was organized for creating the awareness on saving environment by reducing the use of single use plastic. The staff and students also gathered plastic litters in the college campus in a cleanliness campaign as a part of this rally. A pledge(read by head of institution) was taken by staff as well as students of the college for reducing the use of single use plastic in college campus or at home in every possible manner. 2. The college administration took following steps based on the recommendations forwarded by

the eco club i. Banning single use plastic bottles in the college. Instead of this using reusable water bottles has been promoted amongst the staff and students. ii. Plastic (single use) bags has been totally banned in the college campus. iii. Using bar soaps instead of liquid soaps has been preferred to avoid the plastic refill of liquid soaps. iv. Prohibition of plastic cups and disposable plastic plates in college canteen and promoting paper cups and paper plates instead. Best Practice 2 (Providing financial assistance to poor students) Many times due to financial constraints many students have to suffer a lot and student do not approach teachers or college administration due to their inhibitions or lack of courage. To help poor students a very good practice has been opted by the institution. A student aid fund committee was constituted to work out on this plan of benefitting poor students. Every staff member has contributed Rs. 50/ per month for this fund. The task of committee was to provide the benefit to students from every stream by planning an unbiased criterion for it. Following were the recommendations of the committee. i Amount of the 'Student Aid Fund' scholarship will be Rs 1000/- each and applications will be invited from the eligible students ii Merit will be the criteria of selection and only BPL certificate holders will be eligible iii Scholarship will be provided once to the eligible student and they should not be the availing any scholarship from any other source. They have to produce an undertaking for this. iv On the basis of strength of students in each discipline the committee decided to benefit total 16 students amongst which 4 students were from commerce faculty and 12 students were from science and arts faculty (six each).

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

https://www.gcbhoranj.info/images/-1469156756Best%20Practices%202019-20.pdf

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

Other than academic pursuit it is the vision of the college to inculcate good qualities among students to make them responsible and accountable citizens who are sensitive towards society. For this purpose various events highlighting societal evils and problems have been organized throughout the year. It included awareness rallies on drug addiction, AIDS day, celebration of Independence Day, Swachhta Campaign in surrounding locality.NSS annual camp for seven days was organized in December 2019 in the staff accommodation area where cleanliness work was done. Such kind of events nurtures a sense of responsibility and patriotic commitment in students and encourages them to contribute towards national development. NSS provides students with opportunities for serving the community, nation and society. It also provides them with an opportunity to interact with people in the campus creatively and constructively, and to put their education to concrete social use. Contribution of NSS and Rovers Rangers in Anti-Drug campaign points out the necessity of healthy lifestyle and inculcate habits of self-restraint and self-awareness. In the current pandemic crisis NSS volunteers distributed self made masks in the weaker sections of surrounding locality and this heart touching task developed the sense of compassion and sensitivity amongst students.(Details of this event if available can be given). The college has an active Eco Club which has taken various steps to make college premises environment friendly. Students are also encouraged to mark the occasions of various national and international days of social and educational importance. This club's environment awareness program showed commitment towards the development of the community. Environment Science as a course has been made compulsory to all the students. Realizing that the participation in non-academic activities is very important for holistic

development of students the institute gives emphasis on extra-curricular activity participation. In this regard the institution has made the presence mandatory for all the students and students are encouraged to participate in such events. The college has a tradition to organize 'Aaghaz' function every year for welcoming fresher students. The fresher students are encouraged to participate in literary and cultural activities. This function serves as an icebreaking event for fresher students. Annual athletic meet is organized every year to encourage students to participate in sports activities. (Details of achievements in sports if any?) As the college is located in rural area so majority of its students come from the weaker sections of society so the institute has the vision to transform the rural students hailing mostly from the marginalized and weaker sections of the society into better individuals and to guide them to contribute constructively towards the society. The college is committed to enable the students to experience an unparalleled educational journey that is intellectually, socially, and personally transformative. Govt. College Bhoranj offers quality education to the students in social sciences, basic sciences, commerce and arts at the undergraduate level. The college also offers the professional course of BCA for undergraduate classes. The college aims to have a transformational impact on rural students through education and and extra-curricular activities.

Provide the weblink of the institution
https://www.gcbhoranj.info/images/979491785Institutional%20distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

Following are our future plans of actions 1. Toilets of students and staff will be renovated and repaired on priority basis in the coming session. 2. The college library will be automated by bar-coding of books and student identity cards. 3. As per the recommendations of internal quality assurance cell (IQAC) of college language lab will be installed in college for enhancing communication skills in students. 4. Central computer lab of college will be upgraded as per the requirements and recommendations of computer science department. 5. Post Graduate Diploma in Computer Applications (PGDCA) will be started under Self-Financing Scheme from the next session. 6. Two new smart class rooms will be created in college for the students of humanities and commerce. 7. Construction work of new academic building will be started after getting estimates from HPPWD. This academic building will be constructed under RUSA grant. 8. Internet facility of college will be upgraded by provision of FTTH network. 9. Sports facilities will be improved by procurement of new equipments. 10. For providing uninterrupted power supply in college 50KVA diesel generator set will be installed. 11. Surveillance system of college will be upgraded by installation of 16 new CCTV cameras in college campus.