



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

GOVT. COLLEGE NAURA

- Name of the Head of the institution **Dr. Sanjivan Katoch**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **01894222837**
- Mobile No: **9418011995**
- Registered e-mail **gcnaurahp@gmail.com**
- Alternate e-mail **sanjivan.katoch@gmail.com**
- Address **Govt. College Naura**
- City/Town **Naura**
- State/UT **Himachal pradesh**
- Pin Code **176084**

2.Institutional status

- Type of Institution **Co-education**

- Location **Rural**

- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Himachal Pradesh University, Shimla**
- Name of the IQAC Coordinator **Alka Vats**
- Phone No. **9418014717**
- Alternate phone No. **01894222837**
- Mobile **9418014717**
- IQAC e-mail address **iqacgcnaura@gmail.com**
- Alternate e-mail address **gcnaurahp@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://www.gcnaura.in/images/uploads/files/AQAR_2019_20.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

https://www.gcnaura.in/images/uploads/files/Academic_Calendar_2020-2021.jpg

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|----------|-------------|-----------------------|-------------------|-------------------|
| Cycle 1 | C | 1.89 | 2019 | 01/05/2019 | 30/04/2024 |

6. Date of Establishment of IQAC

03/07/2017

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|---------------------------|-------------------------|-----------------------------|-----------------|
| GOVT COLLEGE NAURA | SALARY, TE, OE, MR | STATE GOVERNMENT | 2021, 365 | 23981092 |

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 06

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

- Online classes were conducted during the COVID-19 Pandemic through Google meet.
- Two students of Red Ribbon Club participated in Online Cultural Fest organized by Dept. of Health & Family Welfare, Dist. Kangra.
- Two students participated in a mask designing competition organized by the Dept. of Health & Family Welfare, Dist. Kangra.
- NSS unit of the college organized a cleanliness drive on 16-03-2021, 7 days' NSS camp from 18-03-2021 to 24-03-2021, adopted village Naura to render its services, sensitized the local residents regarding cleanliness, Covid-19 SOPS & Gender Equality. Volunteers organized meetings with 'Mahila Mandal' and 'Yuva Mandal' and had discussions on the dowry system, Covid -19 and Drug Abuse.
- AQAR for the session 2019 and 2020 was submitted to NAAC. AQAR is an important useful document that gives overall picture of the institutional growth in all the seven criteria identified by NAAC.
- Eco-Club organised poster making competition on the theme "Corona virus and its Impact on Environment".

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

| Plan of Action | Achievements/Outcomes |
|---|---|
| Meetings of the IQAC with staff, advisory committee, HODs, Society/ Club in charges | 6 IQAC meetings with staff, advisory committee, HODs, Society/ Club in charges were organised to discuss the academic and extracurricular activities and to monitor and upgrade the teaching-learning process. |
| To change the admission process due to covid. | The entire admission process was made available online for the convenience of students and parents. |
| Online teaching | Online teaching were conducted during Covid -19 Pandemic. |
| Updating College Website and Submission of AQAR 2019-2020.. | College website was updated as per the reports and photographs received from the conveners of various Cells/Unit/Clubs/Societies and AQAR for the 2019 -2020 was submitted successfully |
| Feedback from the stakeholders | To improve the teaching learning process, online feedback from the students, teachers, parents and alumni was collected, analysed and shared with faculty members to bring about requisite improvements in the teaching learning process and learning outcomes. |
| Celebration of "International Women's Day" | The Women Cell of the college celebrated 'International Women's Day' on 8th March 2021 |
| NSS activities | NSS units of the college organised a number of activities throughout the year in a phased manner |
| NSS Camp | Seven Days' NSS Camp was organised 18-03-2021 to |

| | |
|------------------------|---|
| | 24-03-2021. |
| Final Examination | The final examinations were held for third year students from 1-07-2021 to 6-08-2021 following SOPs ensuring the safety of the students. |
| Observing Special Days | Various clubs and societies organized various activities to mark the Special Days like International Women's Day, National Mathematics Day, International Yoga Day and Constitution day . |

13. Whether the AQAR was placed before statutory body? **No**

- Name of the statutory body

| Name | Date of meeting(s) |
|------|--------------------|
| Nil | Nil |

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

| | |
|--|--|
| 1.Name of the Institution | GOVT. COLLEGE NAURA |
| • Name of the Head of the institution | Dr. Sanjivan Katoch |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 01894222837 |
| • Mobile No: | 9418011995 |
| • Registered e-mail | gcnaurahp@gmail.com |
| • Alternate e-mail | sanjivan.katoch@gmail.com |
| • Address | Govt. College Naura |
| • City/Town | Naura |
| • State/UT | Himachal pradesh |
| • Pin Code | 176084 |
| 2.Institutional status | |
| • Type of Institution | Co-education |
| • Location | Rural |
| • Financial Status | UGC 2f and 12(B) |
| • Name of the Affiliating University | Himachal Pradesh University, Shimla |
| • Name of the IQAC Coordinator | Alka Vats |
| • Phone No. | 9418014717 |

| | | | | | |
|--|---|------------------|-----------------------------|---------------|-------------|
| • Alternate phone No. | 01894222837 | | | | |
| • Mobile | 9418014717 | | | | |
| • IQAC e-mail address | iqacgcnaura@gmail.com | | | | |
| • Alternate e-mail address | gcnaurahp@gmail.com | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year) | https://www.gcnaura.in/images/uploads/files/AQAR_2019_20.pdf | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://www.gcnaura.in/images/uploads/files/Academic_Calendar_2020-2021.jpg | | | | |
| 5.Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1 | C | 1.89 | 2019 | 01/05/2019 | 30/04/2024 |
| 6.Date of Establishment of IQAC | | | 03/07/2017 | | |
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| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | |
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| 8.Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |
| • Upload latest notification of formation of IQAC | | | View File | | |
| 9.No. of IQAC meetings held during the year | | | 06 | | |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional | | | Yes | | |

| | |
|--|---------------------------|
| website? | |
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| 10. Whether IQAC received funding from any of the funding agency to support its activities during the year? | No |
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| <ul style="list-style-type: none"> Online classes were conducted during the COVID-19 Pandemic through Google meet. Two students of Red Ribbon Club participated in Online Cultural Fest organized by Dept. of Health & Family Welfare, Dist. Kangra. Two students participated in a mask designing competition organized by the Dept. of Health & Family Welfare, Dist. Kangra. NSS unit of the college organized a cleanliness drive on 16-03-2021, 7 days' NSS camp from 18-03-2021 to 24-03-2021, adopted village Naura to render its services, sensitized the local residents regarding cleanliness, Covid-19 SOPS & Gender Equality. Volunteers organized meetings with 'Mahila Mandal' and 'Yuva Mandal' and had discussions on the dowry system, Covid -19 and Drug Abuse. AQAR for the session 2019 and 2020 was submitted to NAAC. AQAR is an important useful document that gives overall picture of the institutional growth in all the seven criteria identified by NAAC. Eco-Club organised poster making competition on the theme "Corona virus and its Impact on Environment". | |
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| 13. Whether the AQAR was placed before statutory body? | No |
| <ul style="list-style-type: none"> Name of the statutory body | |
| Name | Date of meeting(s) |
| Nil | Nil |
| 14. Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| 2020-21 | 23/12/2021 |
| 15. Multidisciplinary / interdisciplinary | |
| 16. Academic bank of credits (ABC): | |
| 17. Skill development: | |
| 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) | |

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**20.Distance education/online education:****Extended Profile****1.Programme**

| | |
|--|-----|
| 1.1 | 218 |
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

| | |
|------------------------------------|-----|
| 2.1 | 382 |
| Number of students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|--|-----|
| 2.2 | 273 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|----|
| 2.3 | 55 |
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

| | |
|---|---------------------------|
| 3.1 | 14 |
| Number of full time teachers during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.2 | 19 |
| Number of Sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 18 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 0 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 41 |
| Total number of computers on campus for academic purposes | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Govt. College Naura (Kangra) H.P. offers undergraduate courses in Humanities, Science, and Commerce stream. As the college is affiliated with Himachal Pradesh University, Shimla, the college follows the curriculum prescribed by the University which is intimated through regular circulars and the University website, and the same is uploaded on the college website. The Institution ensures effective curriculum delivery by following the academic calendar provided by Himachal Pradesh University. The academic calendar for each session is planned well in advance and published in the prospectus. All information about the college is

comprehensively given in the prospectus and the same is uploaded on the college website. Rules for admission and fees are also clearly spelled out. Various subject combinations are offered to the students of the first year as per the availability of the faculty. Guidance is also provided to them at the time of admission. The head of each department submits a workload statement at the beginning of the session. The Time-Table Committee of the College designs a master time-table keeping in mind the availability of faculty and infrastructure and the same is displayed on all notice boards to facilitate the students. The faculty analyses the needs of the students before the commencement of every session. Accordingly, each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time. Through a series of interactive activities like classroom teaching, group discussions, powerpoint presentations, quiz, debates, academic tests, etc. the students are being given practical insight into the curriculum that helps them to develop their higher-order cognitive skills, such as critical analysis, problem-solving, evaluation, and synthesis. The periodic tutorial/class test / MCQ examinations are conducted in order to assess the understanding of the students. Teachers put in all efforts to ensure quality and enhance academic growth. Practical, theoretical & oral examinations are conducted to judge the understanding of the students. All the laboratories are upgraded annually as per the requirement of the curriculum. For effective implementation of the curriculum, teachers refer to the reference books from the library along with online references. The students are encouraged to sit in the library and motivated to develop an interest in extra reading. Newspapers are made available in the college library and curriculum-related books are regularly updated and provided to the teachers and students. Thus the complete continuous process ensures the contemporariness of the curriculum and its effective implementation to achieve the program objectives. Accordingly, each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time. During the lockdown, the faculty members were available to the students through different digital modes like Google meet, Whatsapp, etc. for the classes. There was a continuous flow of knowledge through Google classroom for providing study materials, creating quizzes, and giving assignments. Audio lectures were also sent to students who did not have high internet connectivity. Students who excel in academics are given books in the prize distribution function. These books help them in further studies and various competitive exams.

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

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

Due to Corona Pandemic, the academic session 2020-21 began in September 2020 with the admission process of the students for the new session. This included submission of the admission forms by the students seeking admission in the first year. Subject-wise Merit Lists were then displayed. The students then deposited the fees. The students of the second year and third year were given admission on a Roll-On basis. Regular online teaching work began w.e.f. 01/11/2020. Enrolment for N.S.S., Rovers and Rangers, ECO Club, and Red Ribbon Club was done in the first week of November 2020. Activities like AIDS Day, Hindi Diwas, 07 days NSS Camp and International Women's Day, Online National Mathematics Days, etc were celebrated by these clubs/ societies during the session at the appropriate times. Class Tests/ Presentations/Quiz etc. were conducted by the teachers during the progression of the session. Mid-Term Tests for the students of the First, Second, and final year were conducted in February 2021. Annual Examination for the final year was held w.e.f. 01/07/2021. The Annual Examination for the first and second year was canceled due to COVID-19 and the students were promoted to the next higher classes. The annual Prize Distribution Function was held in the last week of March 2021.

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

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

Academic council/BoS of Affiliating University Setting of question papers for **D. Any 1 of the above**

UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

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

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

13

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

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

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

0

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

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

number of students during the year

0

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

0

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

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

The holistic development of students is the main purpose of the curriculum. The Institution follows the curriculum prescribed by the Himachal Pradesh University, Shimla. Academically Generic Electives, Skill Enhancement Courses, and Ability Enhancement Compulsory Courses are designed to create awareness on cross-cutting issues like gender sensitization, environment and sustainability, ethics, and values.

Gender Sensitivity

Courses like Women Development-Issues and Concerns, Women Empowerment, Women's Rights Awareness, and Women's Studies educate the students on gender equality. Women Grievance and Redressal Cell organizes a number of programs like gender-related issues by organizing lectures, declamation contests, poster making, and slogan writing.

Environment and Sustainability

The course on Environmental Studies enables a holistic understanding of the environment and develops favorable attitudes and habits to protect and preserve nature. This is an ability enhancement compulsory course offered to the students of B.A./B.Com/B.Sc. First-year with the paper code ENVSS2AECC and consists of 100 marks. In addition, courses on Environment are included in the curriculum of Geography, Political Science to create awareness on environmental sustainability. NSS, ECO-club,

and Rovers and Rangers Units of the college trains the students to enrich the environment by executing plantation drives, cleanliness drives, and campus beautification activities. The constant effort of the NSS team in the Swachh Bharat Mission promotes cleanliness and hygiene in the campus and surrounding areas and in the adopted villages at Naura.

Professional Ethics

Courses are offered on Professional Ethics and Values, Business Ethics, Business Etiquettes to develop professionally accepted standards of personal and business behavior, values, and guiding principles.

Human Values

The courses on Value Education with topics like human values, self-introspection, family and social values, inter-culture tolerance, and social problems help the students to understand the values and contribute to society. All the important days including the birth anniversaries of great persons are celebrated which makes the students patriotic, dedicated, and devoted. Extension activities like NSS, Rovers & Rangers, and Sports which are mandatory in the curriculum develop leadership skills, promote cultural representation and instill human values and social responsibility. During Corona Pandemic, the NSS unit arranged a Gender sensitization program, cleanliness campaign, and a health drive for Naura village in order to spread awareness about the importance of cleanliness and hygiene. 'Mask Up' was an activity taken up to create awareness in public about the necessity of wearing masks.

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

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

0

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | View File |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

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

0

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

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

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| URL for stakeholder feedback report | View File |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View File |
| Any additional information(Upload) | View File |

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

A. Feedback collected, analyzed and action taken and feedback available on website

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| URL for feedback report | https://www.gcnaura.in/images/uploads/files/Feedback202021.pdf |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

780

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

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

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

31

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

2.2 - Catering to Student Diversity

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

The institution works for the welfare of its students regularly. We continuously keep our efforts to give quality education to our students. The issues faced by the students in academics are dealt with in a proper manner by teachers. The teacher meets with students and their grievances are addressed with full satisfaction. The teacher discusses the weak points of students and also motivates them to do their best.

We also think that everyone can not be brilliant in academics. A student may also excel in other activities like sports, culture, art, and craft, etc. The institution organizes different extracurricular activities to provide vast experience and exposure to its students in the field of sports, culture, art and craft, etc. In our institution, we have Eco-Club, Red Ribbon Club, Rover, and Rangers which develops social responsibilities and team spirit among our students. Apart from these all, Sports, NSS give an extra platform to the students to explore their capacities and capabilities. To spread awareness in the society regarding current issues students of Red Ribbon club, Eco club, Rover & Rangers extend their active contribution by taking out rallies, delivering lectures, and communicating with the general public personally.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Link for additional Information | nil |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 382 | 14 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

The institution believes in the adoption of students centric methods to enhance student involvement as a part of participative learning and problem-solving methodology. Experiential Learning is an integral part of the curriculum, especially for Science and Commerce students. The College makes continuous and conscious efforts to enable its students to realize their potential and evolve as leaders and transforming agents of society. Some of the methods employed by the college in this process are:

- Visits to the villages organized by NSS, Rovers & Rangers units of the college to gain an understanding of the lives of the people living in rural areas.
- ICT based methodologies are used to increase the comprehension and retention of the students
- The college employs an interactive approach through discussions, debates, oral group presentations to encourage greater participation and interactive learning
- The students are taught about the importance of law and order, discipline, sensitivity to gender issues, environmental awareness, the importance of hygiene and health care through lectures, workshops and seminars.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | nil |

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

Teachers use ICT-enabled tools including online resources for

effective teaching and learning processes during the year. The academic year 2020-2021 was completely affected by the Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adapt and practice the ICT-enabled tools. The use of laptops and the internet became a common practice not only for the teachers but also for the students. The teachers are effectively using ICT-enabled tools like laptops, headphones, writing pads, internet, video lectures, audio lectures, PPT presentations, virtual labs, YouTube links, e-content, etc.

| File Description | Documents |
|---|--|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://www.gcnaura.in/?page=infrastructur e |

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

2.3.3.1 - Number of mentors

0

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

14

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

03

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

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

2.4.3.1 - Total experience of full-time teachers

51

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

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

Himachal Pradesh University Shimla has taken various initiatives from time to time to improve the level of education like Annual System, Semester System, and CBCS system. Assessment and evaluation form an integral part of the entire educational process. The University has adopted a Continuous and Comprehensive Assessment (CCA) system of internal evaluation. It is mandatory for all the affiliated colleges to follow the same system of continuous internal evaluation. Govt. College Naura (Kangra) H.P. also follows the same procedure of continuous internal evaluation of the students. Thirty percent (30) of the total marks for a subject are allotted for CIE. These marks are further subdivided and allotted to different types of methods for internal evaluation as given below:

- **Attendance:-** In order to maintain punctuality, the students are given marks as per their attendance. Minimum 75 % attendance is necessary for every student to be eligible to appear in the yearly based examination.
- **Mid-Term Test:-** Students are evaluated by conducting a mid-term test when almost 60-70 of the syllabus has been taught to the students.
- **Seminar/ Assignment/Presentation:-** The students are awarded on the basis of their performance in the seminar/assignment/presentation/quiz test.
- It is compulsory for the students to qualify for both the components i.e. C.I.E and Yearly Based Examination to be eligible to be declared as successful in a course.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | nil |

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

The examinations to which the students are subjected can mainly be divided into two broad categories:

- Internal examination conducted by the College

- External Examination conducted by the affiliating university, i.e., Himachal Pradesh University.

The mechanism to deal with the grievances related to the external examination is as follows:

- The institution has a well-defined system in place to deal with examination-related grievances.
- The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment.
- The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers.
- If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the College. Final results are declared online by the University well in time so that students find an appropriate time to take admission in the next class. After the declaration of result, in case of pending or incomplete results due to any reason, the matter is reported to the dealing branch of the University. The students are guided as to how they can receive their DMC by hand from the concerned department of the University.
- Any examination-related grievances, after the declaration of result, are dealt with by the examination branch of the H.P. University, Shimla.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | nil |

2.6 - Student Performance and Learning Outcomes

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

In an institution, learning outcomes are the objectives of learning a particular course and it also includes the skills a student must acquire on completion of the course. This institution imparts education in various fields/ courses like B.A., B.Sc., B.Com.

The students who wish to pursue B.A. are free to earn knowledge in several fields of historical political, social science, economics, literature, etc. students who pursue graduation in social science and humanities have the liberty to opt for courses according to their taste and interest. This course develops their administrative, organizational and social skills among the students, which helps them in their future careers.

The students who wish to pursue B.Sc. (Medical/ Non-Medical) are free to opt for courses of their area of interest. The best part is they are able to develop their critical thinking and scientific temper. They are also provided with a platform to excel in multiple fields.

Similarly, the B.Com program/ courses empower the students to make a good career in the field of management, accounting, business banking, etc. After completion of the course, the students can start their own business and use the skills to improve it. The students are provided the best opportunities to develop their skills which help them to improve their personality and cultivate confidence.

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional information | nil |
| Upload COs for all courses (exemplars from Glossary) | View File |

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

The course outcomes of the students are evaluated at the university level through the End-Term Examination and in the college through Internal Evaluation. The teachers are able to assess the caliber, standard, and understanding of the students

through IA (Internal assessment). The students are able to assess their weakness and strengths, their limitations and advantages through this process. Thus, they are in a position to improve their performance in the End-Semester Examination conducted by the university at the end of the semester. In case of any discrepancy, the students are directed to contact their respective teachers. The learning outcome of the students within the college is evaluated through assignments, tests, presentations, and practicals (for Science students). Students are supposed to submit their projects and assignments within a stipulated period. Students who are unable to submit these due to authentic reasons are given additional time to fulfill the same. The college IQAC monitors all academic and cultural aspects.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional information | nil |

2.6.3 - Pass percentage of Students during the year

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

55

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | https://www.gcnaura.in/images/uploads/files/Annual_Report_2020_2021.pdf |

2.7 - Student Satisfaction Survey

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

<https://www.gcnaura.in/images/uploads/files/Student%20Satisfaction%20Survey20202021.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

nil

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

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

nil

| File Description | Documents |
|---|---------------------------|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | View File |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | nil |

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

NIL

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.2 - Research Publications and Awards

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

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

6

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

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

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

1

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.3 - Extension Activities

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

It is the duty of an institution to impart moral and human values to the students in addition to academic excellence. The students should also learn about their social responsibilities towards

society. This platform is provided through N.S.S. Unit, Red Ribbon Club, Eco-Club, Women's Grievance Redressal Cell, and Rovers and Rangers. National Service Scheme(N.S.S.) is devoted to the service of the nation. Their motto is "Not Me But You".

Red Ribbon Club

This club came into existence in order to create awareness about AIDS among the students. The main motive of Red Ribbon Club is to make students aware of AIDS and the corresponding preventive measures. The red Ribbon Club organizes lectures and rallies for the same. The students get sensitized about the burning health issues and the awareness created helps them in becoming responsible citizens of tomorrow.

Eco-Club and Campus Beautification Committee

Apart from raising awareness about green and clean environment the Eco Club and Campus Beautification Committee contributes in various ways such as

- Cleanliness campaigns under the 'Swachh Bharat Abhiyan' initiated by the government.
- By Organising plantation drives and also nurturing existing plants.

N.S.S. Unit

The NSS Unit carries out extensive activities for the welfare of society. The motto of the government College Naura is: 'Care and Love for Humanity'. It is committed to the all-round development of students and society. A symbiotic relationship between society and students is maintained when the students come forward for community activities.

Rovers and Rangers

The Rovers and Rangers unit was constituted in the college on 14-07-2017. The Rovers and Rangers unit is doing great service to the community through various programs.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

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

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

1

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| e-copy of the award letters | View File |

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

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

16

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year

412

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

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

0

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | View File |

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

0

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has two blocks comprising of Arts and Commerce Block. Besides this, the construction of the Science Block is almost complete. The whole campus is equipped with CCTV cameras, Floodlights and Solar lights. There is a green ground comprising of flower beds, banyan, Peepal and mango trees which provide good environmental conditions for studies. The college ground provides separate parking facilities for students and staff.

Class Rooms: There are 18 classrooms in the college. Out of which five rooms are being utilized as lab cum classrooms, two smart classrooms and one IT lab for the effective teaching-learning process. Each classroom is equipped with well-furnished furniture like desks, dais, black/green boards, fans & lights.

Smart Class Rooms: There are two smart classrooms equipped with projectors, touch screens, digital boards, CPUs and amplifiers. The institution engages students in high-order training through group discussions, debates, seminars and presentations. The capacity of each smart classroom is 72 students.

Laboratories: The college has the following well-equipped laboratories that cater to the needs of the students: Botany, Zoology, Physics, Chemistry, Computer and Geography lab.

Library: The library is equipped with text and reference books and a variety of Magazines and newspapers. The library has a total of 2988 books in its bank. The library subscribes to Science Reporter, Pratiyogita Darpank, Samanya Gyan, Competition Success Review, and GK Today. The library is facilitated with newspapers The Tribune, Panjab Kesari, Divya Himachal Himachal Dastak, Amar Ujala and Employment News.

IQAC/RUSA/NAAC Room: All work pertaining to IQAC/RUSA/NAAC is dealt with here.

NSS/Career Guidance Counselling and Placement Cell:All work pertaining to NSS/Career Guidance Counselling and Placement cell is dealt with here.

Rovers and Rangers /Eco Club/Campus Beautification Room: All work

pertaining to Rovers and Rangers /Eco-club/Campus beautification is dealt with here.

Women Grievance & Redressal cell: The College provides a very efficient and easy way to redress the grievance of the women which is further catered to and dealt with in a separate room adjacent to the Principal's room.

Health Care Centre: Health Care Centre is a necessity in any institution. The campus health care centre provides First-aid to college students during illness and injury. Items such as First-Aid Box (Bandage, ointment, medicines, glucose), almirah and bed, stretcher are present in the Health Care Centre.

Multipurpose Hall: The college has a spacious multipurpose hall with a seating capacity of 300 students. It is used for conducting the end-term examinations and mid-term examinations.

Canteen: College canteen is closely regulated and supervised by the canteen committee and college administration. Food prepared in the canteen is healthy and hygienic. There are separate dining halls for students and staff. The canteen has a modern kitchen with washbasins, Aquaguards, fans, exhaust fans and a refrigerator. A Television has been fixed in the canteen for the students.

Girl's Common Room: Girls' Common Room has a Sanitary Napkin Vending Machine, magazines' stand and well-furnished sitting arrangement.

Fire Safety Unit: Fire extinguishers are installed in both the blocks of the college.

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

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

Facilities for Cultural Activities: The college has a spacious

multipurpose hall with a seating capacity of 300 students. It is used for conducting the end-term examinations and mid-term examinations, various cultural activities, annual functions, and competitive events. It has a proper stage with curtains, Dias, and a PA system. The college has its own DJ Equipment. The hall has an attached washroom and a green room where girls get ready for cultural programs. Various musical instruments like Harmonium, Tabla, and Dholak are used by the students during the cultural events.

Facilities for sports: Sports play a vital role in the all-around development of the students. The students are encouraged to take part in indoor and outdoor games as sports constitute an integral part of education.

College indoor sports: Table-tennis, Chess Carom, Boxing.

Outdoor sports facilities: Playgrounds for cricket, kabaddi, athletics, parades, and march pasts Volleyball Court, Badminton court, Facilities for field events Long-jump, High jump Shot-put Races, Discus Throw, Javelin Throw, Sports goods for all indoor and outdoor events are available in the college.

Gymnasium: Gymnasium helps in maintaining the health and fitness of students and employees. It is situated on the ground floor in the Commerce Block. The gymnasium has Tread Mill, Exercise Bike, Multi-adjustable inclined bench, Multi Ab Bench, Shoulder press, Bicep curl, Leg press, Chest press, Massage Chair.

Yoga Centre: None can deny that yogic medication plays a crucial function in the general healing process. Yoga Improve the strength, balance, flexibility of human being. The yoga center of the college provides many inimitable facilities for teachers and students as well as for those who are in quest of mild detoxification.

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

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

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

05

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

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

0

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Libraries play a fundamental role in enhancing the learning experience, providing students with all the materials and services they need to improve their knowledge, through use of computers, the student can search their sources quickly, write their assignments and check the plagiarism percentage for their written work. The library of the college is situated on the top floor in the Arts Block. It has room for the Librarian and a cabin for the Assistant Librarian. The data relating to books is computerized.

There are computers with internet facilities for the use of students. There are tables and chairs for the staff and students to study comfortably. The library is well lit and receives natural light throughout the day. In addition, there are a number of tube lights and fans. The library subscribes to six magazines and seven newspapers. There are more than three thousand books in the library. Exhibitions of books are regularly held so as to create awareness among the students. The students are encouraged to visit the library regularly. They are provided library cards to get the books issued. Issue registers and stock registers are well maintained for the record. The students who use the library, make their entry in the visiting register. Book Bank facility is also available in the library. Fire extinguishers have been installed in the library.

Name of ILMS software Soul 2.0

Nature of automation (fully or partially) Fully Version

Soul 2.0.14

Year of Automation Oct 2017

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

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

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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

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

0

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

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

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

25

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure

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

Response:

The institution has Wi-Fi Facility since 2015. There is an IT Lab with a capacity for seating 34 students. Wi-Fi connection has been provided to the Principal Office, Office, Staff Room, IQAC/RUSA Room, Botany, Zoology, Chemistry, Physics Labs, Smart Class Rooms, and Library. The college uses the internet facility extensively. Covid 19 threatened nearly all aspects of college life from admissions, enrollment, classes, and other activities. The teaching shifted to online mode through WhatsApp groups. The admissions of the students are online. The scholarships are also applied online. The assessment of the students has to be uploaded on the website of the university. Most of the correspondence is done through online mode with Directorate and other agencies. Thus the institution has to regularly update its IT facilities. 11 CCTV cameras have been installed for the safety and security of the

students and staff. The College's website www.gcnaura.in is used to relay information about the events and activities.

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

4.3.2 - Number of Computers

41

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Student – computer ratio | View File |

4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

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

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

0

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The college ensures regular maintenance and upkeep of all infrastructural facilities and follows a structured policy, the well-defined procedure of augmenting infrastructural facilities for ensuring academic excellence. The college has a well-organized and decentralized mechanism to maintain the physical, academic, and support facilities. Different committees along with IQAC ensure the proper maintenance and utilization of the facilities as per the allocation of the budget. Physical Maintenance: The Purchase Committee holds regular meetings to approve necessary purchases for the maintenance of the college infrastructure. The repair work is outsourced to appropriate external agencies when the need arises. For major repairs, the college sends its demand to HPPWD which redresses the complaint in a time-bound manner. Furniture and equipment are purchased as per the requirements. The stock register is maintained after the purchase. An electrician employed by the college is responsible for the maintenance and installation of electrical devices. The rainwater harvesting unit, fire safety equipment, etc are maintained by the college administration. A clean water facility is available in the college through Aquaguards and their maintenance is carried out as per requirements. Classrooms/Campus Maintenance: The entire college campus is cleaned and maintained by a team of efficient workers, assigned for each floor. The gardener looks after the plants and flowers on the campus. NSS and Rovers & Rangers also take an active part in keeping the campus clean and green. It is being endeavored to make government college Naura a green and environment-friendly campus. Science/ Geography Laboratories: There are 5 labs in the College and each lab facility/equipment's are monitored and maintained by respective departments. Trained lab assistants ascertain the working of instruments and equipment. They maintain a high standard in the laboratories under the supervision of the department heads. Computer lab: Maintenance and up-gradation of IT infrastructure are done by the computer repairing and maintenance

Committee. Teachers are given the training to ensure optimal utilization of ICT facilities. The computer lab assistant is available for efficient running and troubleshooting technical glitches related to IT software and hardware, external help is taken whenever the need arises. Services of a professional IT company have been used for maintenance and regular up-gradation of the college website. Library: The Library Committee members meet to finalize the procurement of books and to discuss the improvement/updating of facilities provided by the library. At the time of admission, students are issued library cards which will be valid till their final semester. Registers are maintained both for students and Staff for entry-exit. The stock verification is carried out by the library staff every year. . A team of Faculty members and the entire Library staff conduct stock verification involving the counting of books and matching the numbers with official records every year. The damaged books are mended and restored. The worn-out and obsolete books are removed and written off. Sports: The Sports committee maintains the gymnasium, outdoor and indoor sports equipment.

Other Information ? A clean water facility is available in the college through Aquaguards and their maintenance is carried out as per requirements. ? To conserve water, a rainwater harvesting system has been developed in the College ? A complaint Box is installed in the college. All types of grievances can be dropped in the box. Suitable and necessary action is taken after going through the complaints/suggestions/ feedback.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

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

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

00

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

D. 1 of the above

| File Description | Documents |
|---|---|
| Link to institutional website | https://www.gcnaura.in/?page=home |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

00

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

00

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

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

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |

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

5.2.2.1 - Number of outgoing student progression to higher education

20

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

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

Nil

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | View File |

5.3 - Student Participation and Activities

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

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

00

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

The student council has always been an integral part of the college's functioning system. The Students' Council known as College Students Central Association i.e. C.S.C.A. is constituted by the college on the basis of their performance in the University Examination as per the guidelines issued by HPU Shimla. It works towards bridging the gap between teachers, administration, and the students. The C.S.C.A. consists of President, Vice-President, Secretary, Joint Secretary, Class Representatives, and Executive Members. CSCA is a group of 22 elected students with equal representation from different disciplines. Student Council operates for one Academic year and will change in the next year . The session 2020-2021 was challenging because of the covid-19 pandemic. The student body works closely together with the teaching faculty to provide a platform to the students to express their hidden talent and involvement in Institutional affairs and activities; opportunities in leadership and strengthening student-faculty community relations. Due to Covid-19 Pandemic CSCA was not constituted during this session 2020-21.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

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

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

09

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

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

The Old Students Association was constituted for the first time in the session 2018-19. The first meeting of the association took place on 8th December 2018. The old students were delighted to be a part of this association. They offered all necessary support to the institution whenever required. It is now registered and functional. The following contribution is extended by Old Students Association :

1. Participation in the extension activities.
2. Submission of feedback in respect to curriculum, teaching, and extension activities.

Due to Covid Pandemic, the meeting was not held during this session 2020-21

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

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

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: Govt. Degree College Naura has been established to provide education to rural students who are from all sections of society. It is especially a boon for the girl students whose parents are not willing to send them to far-off places for Higher education. The Institution aims to impart quality education to the students and instill the values of compassion, patriotism, discipline, honesty, tolerance, dedication, and hard work. The aim is to make them responsible citizens of the country. The college wants to make the students independent, self-reliant, and confident. It is a launchpad for the future generations of the country, who in turn will be the achievers and servers. They will achieve their goals and go forth to serve the next generations.

Mission: Our mission is to keep up with new times and yet preserve our culture and heritage. Our dream is to raise the comprehension and understanding of the students and to bring them to the mainstream. A sense of competition and a spirit of achievement is inculcated in the students. To improve the communication skills, soft skills, and confidence of the students by imparting sound knowledge to them so that they can make a niche in society. To create the spirit of co-operation, teamwork, leadership, and friendliness among the students so that they can make a significant and positive contribution to society.

1. Nature of Governance

The decision-making process of the college is based on the direction of the higher authority with transparency. All policies and plans for the College are drafted by the Himachal Pradesh University, Shimla, and the Department of Higher Education of Govt. of Himachal Pradesh. These policies and plans are implemented by the Principal and teaching as well as non-teaching staff. The College is empowered to form committees/sub-committees. The Principal of the college encourages all the staff, both teaching, and non-teaching for the continuous development of the

college. The Bursar of the college monitors the expenditure of the various funds of the college.

- The staff council has regular meetings with the Principal regarding various agendas. This ensures the smooth functioning of the college. The minutes of the meeting are properly recorded and then the decisions are executed.
- IQAC effectively monitors the administrative, academic, and extra-curricular activities of the college. Thus, the quality in the Institution is maintained through Principal-faculty interaction and teacher-student interaction, both academic and non-academic.
- C.S.C. An advisory Cum Welfare Committee also participates in the overall development process of the college. Though during 2020-2021 CSCA could not be constituted due to COVID-19 Pandemic.
- The College provides a homely atmosphere to students and encourages their creativity through involvement and participation in various departmental activities. They are encouraged to ask questions and give feedback to take the required steps to enhance their learning.
- The College authority strictly maintains service rules, norms, code of ethics in the college prescribed by the government.
- Information relating to transparency is ensured through the availability and accessibility of information through the college website, RTI, etc. Financial management and financial transparency are done through the audit.
- Parents Teachers Association Meeting of Parents and teachers are organized regularly to let the parents know about various aspects and plans of the college PTA Fund is spent with the consent of parents
- RUSA Fund committee: Administrative approval for RUSA funds is granted by the Directorate of Higher Education. This grant is utilized for infrastructural developmental works after completion of Codal formalities like inviting quotations, issuing supply orders, billing, etc.

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

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization

and participative management.

The College believes in the decentralization of power. Leadership qualities are exercised through various councils and committees. For the smooth running of the college, the whole system of administration is decentralized. The Principal is the administrative head of the institution. However, for effective administration and efficient implementation of the academic activities, efforts to decentralize the management are being made through the Academic Council, IQAC, NSS units, Heads of Departments, and several committees and cells comprising of Teaching Faculties, non-teaching staff as members. Meeting of the Teachers' Council is arranged regularly to discuss the various affairs of the college with a special emphasis on improving the teaching and learning of the college. The institution also emphasizes the inclusion of all the employees working at different levels. Participation in the various activities and programs gives them confidence in their abilities and the values to become responsible citizens of the country. The college has formed many subcommittees like Academic Committee, Cultural Committee, RUSA Committee, Library Advisory Committee, Purchase Committee, College Development Committee, Examination Committee, SC, ST and Minority Committee, Women Grievance Redressal Committee, Students Council (Election) Committee, Games & Sports Committee, Discipline & Anti Ragging Committee, Anti-Drugs Committee, Career Counselling, and Placement Cell, etc. to look after all the activities of the college. Every subcommittee is headed by a convener and the Principal is the Chairman by his/her post. The subcommittees meet, plan and then execute the plans for the effective functioning of the college by the participation of all the stakeholders. Feedback is obtained from the students from time to time to improve the quality of the services rendered. The decentralization and participation of all the stakeholders result in collaboration, unity, and team spirit which helps fulfill the mission and vision of the college.

The following strategies are adopted by the institution to monitor and evaluate institutional activities:

- Regular meetings (Academic Council, IQAC, Committees, etc)
- Feedback system (Regular feedback from Stakeholders - Alumnae Members, Staff and Students)
- Regular visits of the Principal to the departments and interaction with heads of the departments monitor their respective departmental activities
- Submission of Activity reports to the Principal and to the

IQAC.

Recruitment of Data Operator in the Institution. In this age of digitalization, no digital work can be completed without a data operator. On 5th Oct 2015, a meeting of the Parent-Teacher Association and conveners of various committees of Govt College Naura, chaired by the Principal, was held. In the meeting, it was unanimously decided that the college required a Data Operator. It was also decided that his salary would be paid through PTA Fund. Subsequently, a data operator was appointed.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategy development and deployment of our college are as per the prescribed guidelines of the Himachal Pradesh government, the affiliating university - H.P. University and the Department of Higher Education, H.P. besides other regulatory bodies such as UGC, RUSA, MHRD, etc. The college formulates its plans in accordance with the directions issued and letters received from the above-cited bodies. Therefore all the activities, i.e., academic, sports, cultural, co-curricular, and extra-curricular are carried out according to the notification and guidelines issued.

Initially, the college started with the Arts Faculty in the session 2007-08. Commerce has introduced in the session 2015-16 and the Science stream was introduced in the session 2017-18. The college has three blocks. Along with academics, sports are an essential part of mental and physical development to facilitate the growth and interest of the students. The ground for sports is being developed to facilitate the growth and interest of the students. Activity-based on the strategic plan: The formation of IQAC took place in July 2017. Since then, the IQAC is functioning with a focus to maintain quality on all fronts. The IQAC works closely with the Principal and staff to implement the processes across the Institution. This cell makes policy decisions and keeps records of all the activities of the college. These practices resulted in getting affiliation for Science Stream of the college

with H.P.U. Shimla.

| File Description | Documents |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

The Principal administers the College as per formulated rules and policy of the Department of Higher Education, Govt. of Himachal Pradesh. It is affiliated with Himachal Pradesh University, Shimla. The Principal guides the College in academic progress, admission, and administrative matters. The administrative staff has a superintendent, an accountant, clerks, bursar (from the teaching staff), and peons. The faculty members play an important role in executing the curricular, co-curricular, and extra-curricular programs.

The important bodies of the college are:

- Advisory Committee
- Internal Quality Assurance Cell
- Academic Committee
- Examination Committee
- Anti-Ragging Committee
- Women Grievance and Redressal Cell & Committee against Sexual Harassment
- Cultural Committee
- RUSA Committee
- Purchase Committee
- Games & Sports Committee
- Career Counselling and Placement Cell
- Parent-Teacher-Association

Service Rules: The service rules of the Principal, teaching, and non-teaching staff have been drawn by the Govt. of Himachal Pradesh. The Institution follows them in totality.

Procedures: All procedures related to admission, exams, recruitment, construction are followed through the guidelines laid

down by the Govt. of Himachal Pradesh. The Principal is authorized to purchase equipment and all other material required for the smooth functioning of the college.

Recruitment: The recruitment of the staff is done through various Govt. agencies. The teaching faculty is appointed through the Himachal Pradesh Public Service Commission (HPPSC), Shimla. The non-teaching staff is selected through Subordinate Selection Board and other State Procedures.

Promotional policies: Promotion of the teaching and non-teaching staff is based on the rules followed by the Govt. of Himachal Pradesh. It is based on Seniority and the Departmental Exam.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | https://www.gcnaura.in/images/uploads/files/Organisational_Structure_of_GC_Naura.pdf |
| Upload any additional information | View File |

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

A. All of the above

| File Description | Documents |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

6.3 - Faculty Empowerment Strategies

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

The welfare measures for the teaching and non-teaching staff are

decided by the Government of Himachal Pradesh by its regulations and policies. It is modified from time to time when recommendations of the pay commissions are accepted. Salary is revised from time to time as per the recommendations of UGC, Pay Commission/Pay Review Committee, an annual increment is given every year, DA is given from time to time. Promotion/Career Advancement Scheme gets implemented for all regular staff as per the guidelines of the UGC/State Government. Faculty members are encouraged to participate in Orientation Programmes, Refresher Course, Faculty Development Programs, Seminars, and Workshops for up-gradation of their academic knowledge.

A few welfare measures that enjoy the staff is mentioned below:

- Medical leave: There is the provision of 10 days medical leave with full pay.
- Medical reimbursement: The medical bills are reimbursed as per state rules.
- Casual Leave: Twelve days of casual leave is allowed for all employees per year.
- Earned Leave: Twenty days of earned leave is allowed per year for teaching staff and thirty days for non-teaching staff.
- Group Insurance Scheme: Employees are covered under group insurance scheme by paying a premium of Rs. 120/-per month.
- LTC: Leave Travel Concession is granted as per state Govt. rules.
- Provident Fund Advance: 75% of GPF can be availed twice a year for miscellaneous purposes like education fee, daughter's marriage, etc. One time 90% advance can also be availed for the building of a house or repair of the ancestral house.
- Study Leave: For pursuing Higher Education, study leave is granted to teachers as per the rules of the Directorate of Higher Education of Govt. of Himachal Pradesh. Maternity /Paternity Leave: This leave is provided as per govt norms.
- Academic/Duty Leave: It is granted to teachers for Conduct of Examinations, Evaluation of Answer Scripts, Attending Refresher and Orientation Courses, Induction Programmes, Attending Conferences/ Seminars, and Official Meetings.
- TA/DA: Teachers are paid travel allowance and dearness allowance as per the rules laid down by the State Govt.
- Uniform for Class IV Employees: Uniform for the class IV employees is provided by the govt. Retirement gratuity, leave encashment& pension: It is provided to employees after retirement. Post -2003 employees are granted PF through CPS.

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

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

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

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| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

00

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | View File |
| Reports of Academic Staff College or similar centers | View File |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

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

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

3

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

A performance appraisal is a systematic and periodic process that assesses an individual employee's job performance and productivity. The College is a State maintained Institution and follows the guidelines given by the govt. with regard to the

performance appraisal system for teaching and non-teaching staff. A self-performance appraisal form is to be filled in by the teaching staff and submitted to the Principal every year. This goes by the name of Annual Confidential Report (ACR). The ACR is also filled by the non-teaching staff. There are four prescribed stages for promotion from Assistant Professor to Associate Professor.

Stage 1 (AGP Rs 6000) to Stage 2 (AGP Rs 7000) Four years of service with Ph.D./ Five years of service with M.Phil./PG Degree in Professional Course/ Six years of service for those without Ph.D/M. Phil. Stage 2 to Stage 3 (AGP Rs 8000) Completion of five years of service in Stage 2

Stage 3 to Stage 4 (AGP Rs 9000) Completion of three years of service in Stage 3.

The promotion for the second and third stages are granted by the Departmental Promotion Committee (DPC) constituted by the Department of Higher Education. The conditions laid down by the university and UGC have to be fulfilled e.g. attending Orientation and Refresher courses and teacher training courses in a time-bound manner. DPC is conducted for the promotion of Associate Professor to Principal according to seniority. The Departmental examination has to be qualified for the same.

The Non-teaching Staff Members are promoted in a time-bound manner by the State Govt.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly. The purchase committee, Internal Audit Committee/Stock Verification Committee, and the Bursar of the college keep a check on each and every payment of bills from the funds of different heads of the college. Each Department maintains a stock register of

the records of all kinds of purchases that are audited by the purchase committee. The records of the institution are maintained accurately and in a proper manner. The administration works in a transparent and systematic manner as per rules.

The Govt. of Himachal Pradesh conducts an audit of Govt. Departments through the office of Accountant General at Shimla. The audit of this Institution was conducted by the State Audit Team comprising of an officer of section officer level. The audit was conducted for the period from April 2013 to March 2020 and had taken place from 1-08-2020 to 15-08-2020. Whenever any audit objection arises it is noted for compliance and the Head of the Institution is informed. Corrective measures are then initiated. Objections raised if any are settled by the office.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

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

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

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| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

The Principal / DDO ensures that the fund is utilized for the specific purpose for which it has been obtained. The college has developed an effective system to monitor and supervise the mobilization of the fund. On receipt of any fund, it is recorded in the head-wise appropriate registers. The Principal in

consultation with the Purchase Committee, RUSA Committee follows the formalities for utilization of funds. Quotations are sought from different vendors and then a supply order is issued against the lowest quoted vendor for the purchase of any material. The utilization of funds is done in a transparent manner. For the smooth functioning of the college, various committees ensure that the work is done in a systematic and proper manner.

- The College receives funds through student fees and the Parent-Teacher Association (P.T.A).
- The salary bill of the teaching and non-teaching employees is met by the Govt. of Himachal Pradesh. The salary bills are sent to the treasury where they are processed.
- The upkeep and maintenance of the college are done through the Amalgamated fund (A.F) and P.T.A Fund.
- The library committee deals with matters related to purchasing books and magazines. The teachers of various departments can give their requirements for books and the funds of the library are accordingly utilized.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) was established in this college in July 2017. IQAC monitors all the activities of the college be it academic, co-curricular, or administrative, and keeps them streamlined. It removes the shortcomings and keeps a strict quality check on all the activities that take place in the Institution. Each and every activity of the college is recorded in the IQAC register. This is a very big initiative as all the activities of the college are recorded, compiled, and available for scrutiny. The IQAC initiative is indeed very useful as it serves as a filter for the working of the Institution.

Following are the two practices performed by the IQAC:

- To strengthen the Career Guidance, Counselling, and Placement Cell.

1. Lecture on Discipline, road rules and drug de-addiction were delivered by police Department
 2. Members of the Health department delivered lectures on Health, Hygiene, Problems of women and general health awareness, COVID-19 Pandemic Awareness
- Strengthening of Discipline, Anti-Ragging and Anti-Drugs Committee.
1. Displaying of boards to provide information on the anti-ragging helpline
 2. Posters have been displayed on notice boards to discourage ragging
 3. Helpline for the girls is displayed on the Board
 4. Strict punishment for those indulging in ragging
 5. All the information is given in the prospectus
 6. Receiving Feedback from the stakeholders
 7. Observance of special days was organized
 8. Uploading the data of the college in the AISHE portal
 9. Registration of Alumni Association

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

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

Since its inception, IQAC conducts regular meetings and reviews, strengthening the teaching-learning process, its structure & methodologies of operations, and learning outcomes at periodic intervals in the monthly Teachers'' Council meeting. Every year at the beginning of the session the teachers download their syllabus from the website and review the courses which they have to teach. Staff meetings take place and decisions are taken about the best way to teach the students. Students are informed about the syllabus and advised about the books which they have to purchase and the assignments they have to submit. The students who face any difficulty in their academics are free to consult their respective teachers and solve their problems any time after the classes. The students are further motivated to visit the library on regular basis and thereby improve their mental abilities. They are also

encouraged to read the newspaper daily and enhance their general knowledge. Informal English speaking and personality development classes are held in the college. From time to time seminars are held to guide the students about their career aspects and are given advice regarding the path they should choose after graduation.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

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

C. Any 2 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://www.gcnaura.in/images/uploads/files/Annual Report 2020 2021.pdf |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Govt. College Naura is committed to providing equal opportunities to both genders in terms of admissions, empowerment, leadership, and sports/ cultural activities. The college acknowledges the fact

that counseling services help students to reach their highest academic and personal potential. So a well-structured and broad-based student counseling system has been put in place to create a supportive environment for young minds. Various committees exist as per the UGC guidelines to ensure gender equality, elimination of ragging, anti-discriminatory behavior and to prevent any kind of harassment. They receive and address complaints from the students and staff of the college.

Women Grievance & Redressal Cell is constituted to empower and safeguard the rights of female members. It provides women with opportunities to grow in their leadership capabilities and participate in important administrative roles in the college. Regular meetings of the cell are organized to address students' related issues and to organize programs. Awareness programs are organized as part of their personality development. They receive and address complaints from the students and staff of the college. Students are made aware of guidelines against sexual harassment. The curriculum is designed to inculcate values in students.

Processes for fostering gender equity are as follows:

- Provides all necessary facilities for ensuring equitable opportunities for studies and personal growth to girl students
- Organizes Awareness programs for staff & students
- Equal opportunities in learning and career advancement
- Ensuring a safe and secure environment
- Speedy mechanism of Grievance Redressal
- Common room to facilitate the female students. It has been designed to enable the girls to socialize, discuss and interact in an informal space. It also serves the dual purpose of relaxation and recreation.
- A Complaint box is installed outside the Principal's office.
- 11 CCTV cameras are installed to avoid Eve-teasing, students rage, violence in any form, outsiders' entry, and any other activity which can result in misconduct.
- Vending Machine for sanitary pads in the common room
- Magazines are provided for entertainment and information
- An incinerator is installed in the girls' washroom to destroy used sanitary napkins

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://www.gcnaura.in/images/uploads/files/Annual_Gender_Sensitisation_Action_Plan2021_21.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://www.gcnaura.in/images/uploads/files/Facilities_for_female_members_2021-21.pdf |

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

C. Any 2 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | View File |
| Any other relevant information | View File |

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

A healthy and safe environment is provided to students, staff, and visitors. Uncontrolled disposal of wastes on land can easily pollute the soil and groundwater. Therefore the careful management of hazardous wastes is one of the most important concerns of modern times.

Solid Waste Management:

- Regular cleaning of the campus is done and wastes are segregated according to dry waste and wet waste.
- The biodegradable waste is kept in one pit which includes the leaves of the huge trees on the campus. This gets converted into manure for use in our botanical garden.
- Our campus is a plastic-free campus.
- Two sets of garbage bins (green for wet waste and blue for dry waste) are installed on the college campus by H.P. Govt.

Dustbins are provided all over the Campus.

- An incinerator is installed in the girls' washroom to destroy used sanitary pads.

Liquid waste Management:

- Liquid waste generated by Canteen and Chemistry Lab is directed through the back of the building and flows into the pits through separate pipes.
- There is proper disposal of sewerage in the septic tanks.

E-waste management:

- As the college is a new and budding institution, it has not produced an E-Waste yet. Computers and accessories are new as they have been purchased in recent years. In the future, the E-waste will be managed as per Govt. Rules.

| File Description | Documents |
|---|-----------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | See Below ? |
| Any other relevant information | View File |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 of the above

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

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | View File |

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

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

E. None of the above

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | View File |
| Any other relevant information | View File |

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

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | View File |
| Any other relevant information | View File |

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

The teachers sow the seed of tolerance among students as the students' voice strengthens the institution's role in serving society. An environment is created in the classrooms in which students learn to appreciate diversity and get sensitized to tolerance and pluralism. The programs undertaken by the college promote responsibilities, leadership qualities, communication skills, and citizenship roles and such activities help the staff and students in communal harmony, national development, and integration. The college adopted the following practices to cater to the students from various sections as follows: -

1. The students who belong to reserved categories like ST/SC/OBC etc. are offered special privileges
 - Relaxation in eligibility conditions at the time of admission
 - Provision of Incentives and scholarship by State Governments
 - Provision for free education to the differently-abled students but at present, there were no students under this category.
 - The college promotes social responsibilities and leadership roles among its students and staff through:
 - Organizing Community Services and participation of the staff and students through NSS programs, Eco Club, Rovers and Rangers & Red Ribbon Club.
 - Organizing Awareness Programme on the topics related to Human Rights and Women issues.
 - Organizing extra co-curricular and cultural activities
 - Gender Equality Policy focuses on equal access, opportunities and rights for women and men.

Sr. No.

Title of the Program

Date

Activity

1.

International Women's Day

8-3-2021

Paper Reading Competition, Poetry Recitation, and Quiz Competition

2.

HIV/ AIDS, Beti Bachao, Beti Padhao, female foeticide.

18/03/2021 to 24/03/2021

Awareness Rallies

3.

International Yoga Day

21/06/2021

Online Participation

4.

HIV/AIDS Awareness

4-12-2020

Poster Making and Slogan Writing Competition

5.

National Virtual Event on World AIDS Day

01/12/2020

Online Participation

.

| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | View File |

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

Empathy and charity are two important social values that every responsible citizen of the country must possess. Various events are organized throughout the year to sensitize students towards their responsibilities as citizens. All activities are collectively or individually conducted by various departments of the College and various committees such as NSS, Red Ribbon Club, and ECO-Club.

CIVIC SENSE:

- Constitution Day is celebrated in India on November 26, every year to commemorate the adoption of the Constitution of India. Constitution Day is also known as the 'Samvidhan Divas'. Our college organized online webinars, Quiz, Essay Writing, and Painting Competition on the occasion of Constitution Day to aware the students regarding the constitutional obligations, rights, duties, and responsibilities of a citizen.
- The World AIDS Day: Students of Red Ribbon participated in a National Virtual event organized by the Dept. of Health and Family Welfare Dist, Kangra at Dharamshala.

ENVIRONMENTAL CONSCIOUSNESS:

Students are encouraged to participate in activities like Tree

plantation drives, Swachh Bharat Abhiyan, and events like "Anti-Plastic awareness rallies are conducted. Students are encouraged to share their notes and collect one-sided used or printed papers and reuse them. Drug Awareness, Peace, Non-Violence awareness campaign, and anti-tobacco pledge were conducted.

- ECO-Club organized Poster Making and Slogan Writing Competitions to celebrate World Environment Day
- Cleanliness Drive was organized by the NSS Unit of the College

COVID TIMES:

Students and teachers were encouraged to follow SOPs and directions issued by Govt. during lockdown to show their responsibility as citizens. NSS volunteers gave messages to students and citizens to stay at home and prevent the spread of the virus. The Institution is taking maximum efforts to ensure a safe environment in the College. Staff is asked to come to College in a distributed manner. The temperature, pulse, and oxygen of any person who enters the campus were regularly monitored. The staff room, laboratories, and office are frequently sanitized. Sanitizers are made available at many points in the College. It is compulsory for any person entering the College to wear a mask and maintain social distance.

- Students of Red Ribbon participated in the online cultural fest and Mask Designing competitions organized by the Dept. of Health and Family Welfare Dist. Kangra at Dharamshala
- Teaching staff participated in an online webinar on Covid -19 organized by the Department of Higher Education

| File Description | Documents |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | View File |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website C. Any 2 of the above

There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | View File |

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

Commemorating days, events and festivals of national importance honors the great heritage of India. Recognising the momentous contributions of historical figures to freedom and justice, likewise, inspires the youth. Our institution celebrates these days/events so that the students are aware of the history, traditions, practices of India, problems, and importance of the events. But due to COVID-19 Pandemic, our institution managed to organize some events online.

- International Yoga Day on 21st June by practicing Yoga.
- Hindi Bhasha Divas is celebrated on 14th September every year to mark the adoption of Hindi as the Official Language of India.
- World AIDS Day on 1st December to educate students about HIV/AIDS.
- National Mathematics Day on 22/12/2020 to commemorate the birth anniversary of great Indian mathematician S. I. Ramanujan,
- International Women's Day on 8th March to honour the historical and contemporary struggles of women for empowerment.
- Swachh Bharat Abhiyan on 2nd October seeks to accomplish one of the cherished principles of Gandhiji

Diwali, NSS' Day, Holi festival, etc. are also celebrated with great fervor and enthusiasm.

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

7.2 - Best Practices

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

Response:

Practice 1: Clean and Green Campus Initiative

Objectives of Practice:

- To increase environmental awareness among students, staff, and the neighborhood community of the college.
- To build a plastic-free campus that produces minimal waste conserves energy, protects biodiversity, and practices self-sustainability in areas of power, water and cleanliness.
- To minimize the environmental pollution on the college campus.
- To provide a neat & clean atmosphere which is useful for learning.

The context:

A clean & green environment is the basic necessity of human beings for the maintenance of good health and efficiency. In order to keep the college campus clean and green, the college has constituted "Eco Club" and "Campus Beautification Cell". Increased use of mobile phones is leading to different kinds of Psychoneurological disorders. So the use of mobile phones is banned on the college campus during study hours. Climate change is no myth: The rate of environmental degradation in the 21st century industrial, consumerist society is alarming. The college has been consistently working towards creating and maintaining an eco-

friendly and clean campus

Practice:

The clean & green campus initiative practices are as follows:

- The Eco Club of the college has taken up many cleanliness and plantation drives.
- Volunteers take proper care of the growth and survival of plants.
- The volunteers root out all unwanted weeds and shrubs around the campus regularly.
- Equipment & instruments for cleaning, uprooting, and cutting shrubs are provided by the college.
- It is a great achievement to make this campus completely plastic-free.
- Mobiles are strictly prohibited inside the campus.
- Rovers and Rangers and students enrolled with Red Ribbon Club are also frequently engaged in these clean and green drives.
- Seminars and lectures are organized by the college to sensitize the students as well as all the staff members about the environment.
- In order to create awareness among students about Botanical Name and Common Name, Botany Department has labeled the name on the corresponding trees in the college campus.
- Biodegradable waste generated in the college campus is used to make manure.
- This manure is used for the plants on the college campus.
- The college uses solar energy and practices rainwater harvesting.

Evidence of success:

- It has created awareness about environmental conservation among all students.
- It has sensitized the students and staff members about enriching biodiversity.
- The motto of a plastic-free campus has been successfully achieved.
- The use of solar energy has reduced the consumption of electricity.
- Nameplates on trees have helped the students and staff with the scientific information required by them.

Problems encountered and resources required:

- Looking after and maintenance of newly planted saplings is a challenge.
- The paucity of funds to purchase instruments and equipment.
- Educating and motivating the students regarding the "Go Green" initiative takes time because initially, they are unable to perceive the magnitude of the problem.

Note:

- Cleaning of college campus and surroundings is a means to implement the "Swachh Bharat Mission" of Govt. of India.
- Some suggestions for future green initiatives as deliberated upon in the IQAC.
- The aim is to encourage students to become genuine agents of change, committed to treasuring the campus environment
- Initiatives within the campus: creating eco-friendly interior spaces, creating a student gardeners team, and organizing healthy competitions between departments based on green practices.

Practice-2: Installation of CCTV Cameras for surveillance in the college campus.

Goal:

- To run the smooth and secure functioning of the institution.
- To obtain a visual record of a person entering and exiting the campus.
- To avoid the threat of stealing or misbehavior in the institution.
- To monitor all entry points in a centralized manner.
- Aiding internal or external investigation regarding incidents that have occurred on the college campus

Context: The CCTV cameras surveillance are helpful to maintain discipline in the college campus.

The Practice: The displays are installed in the Principal office to monitor the activities in the college campus. It helps to run the smooth and secure functioning of the institute. It helps to avoid the happening like Eve-teasing, students rage, violence in any form, outsiders' entry and any other activity which can result in misconduct.

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

7.3 - Institutional Distinctiveness

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

Use of Advanced Technology in Academics (Online Classes during Lockdown) & Administration

Information and Communication Technology provides a basic infrastructure to develop and enhance competitiveness in the teaching-learning process. The web-based infrastructure such as the internet and email for effective communication is used. Govt. College Naura is a 'main source of learning' in the area. Students come from various socio-economic backgrounds with no access to ICT learning. They are from BPL families. The usage of ICT results in the betterment of the teaching-learning experience. It helps the students to fill up their examination forms online. Because of ICT facilities communication with Himachal Pradesh University, University Grants Commission, Directorate of Higher Education has become faster and easier. It is gradually leading to a paperless office. All students and staff-related records are kept in digital form. Students can access any college-related information on the website.

The sudden outbreak of the Corona Virus worldwide has resulted in the suspension of Conventional face-to-face Classroom teaching w.e.f. March 2020. However, classes were continued through the online mode for the benefit of the students. Zoom classes and powerpoint presentations with audio were carried out as much as possible. Classes were also conducted through WhatsApp messenger, which also acts as an instrument for announcement and monitoring the students on a daily basis. The online system was beneficially utilized for the conduction of Mentoring Programs and other issues which may be encountered during the COVID-19 crisis. All regular students were facilitated to attend online classes by the Faculty members. Students were seen to have benefited from the online classes. The new mode of learning has opened an opportunity for the practical utilization of ICT. Students submit their Assignments online; tests were conducted more frequently online. The online classes have raised the intensity and diversity of the

teaching platform.

- COVID-19 awareness activities conducted by NSS volunteers.
- Online Teaching was conducted through lectures, audiovisuals, powerpoint presentations, and zoom/Google classroom.
- Attendance was regularly maintained by teachers during online classes to monitor students' performance.
- Home Assignments were submitted by the students through online mode.
- ICT was successfully and conveniently incorporated for organizing Webinars and Extension Programs at the College, State, National levels.

Though Online Education had a number of benefits yet there were a number of problems and challenges :

- Difficulty in reaching out to more neighborhood communities due to COVID -19 norms
- Lack of education in the underprivileged community creates barriers to communication.
- Some teachers and students might also have struggled to adapt to online teaching so abruptly due to a lack of adequate digital skills.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Govt. College Naura (Kangra) H.P. offers undergraduate courses in Humanities, Science, and Commerce stream. As the college is affiliated with Himachal Pradesh University, Shimla, the college follows the curriculum prescribed by the University which is intimated through regular circulars and the University website, and the same is uploaded on the college website. The Institution ensures effective curriculum delivery by following the academic calendar provided by Himachal Pradesh University. The academic calendar for each session is planned well in advance and published in the prospectus. All information about the college is comprehensively given in the prospectus and the same is uploaded on the college website. Rules for admission and fees are also clearly spelled out. Various subject combinations are offered to the students of the first year as per the availability of the faculty. Guidance is also provided to them at the time of admission. The head of each department submits a workload statement at the beginning of the session. The Time-Table Committee of the College designs a master time-table keeping in mind the availability of faculty and infrastructure and the same is displayed on all notice boards to facilitate the students. The faculty analyses the needs of the students before the commencement of every session. Accordingly, each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time. Through a series of interactive activities like classroom teaching, group discussions, powerpoint presentations, quiz, debates, academic tests, etc. the students are being given practical insight into the curriculum that helps them to develop their higher-order cognitive skills, such as critical analysis, problem-solving, evaluation, and synthesis. The periodic tutorial/class test / MCQ examinations are conducted in order to assess the understanding of the students. Teachers put in all efforts to ensure quality and enhance academic growth. Practical, theoretical & oral examinations are conducted to judge the understanding of the students. All the laboratories are upgraded annually as per the requirement of the curriculum. For effective implementation of the curriculum, teachers refer to the reference books from the library along with online

references. The students are encouraged to sit in the library and motivated to develop an interest in extra reading. Newspapers are made available in the college library and curriculum-related books are regularly updated and provided to the teachers and students. Thus the complete continuous process ensures the contemporariness of the curriculum and its effective implementation to achieve the program objectives. Accordingly, each department prepares its own teaching plan allotting term-wise topics to be taught within the stipulated time. During the lockdown, the faculty members were available to the students through different digital modes like Google meet, Whatsapp, etc. for the classes. There was a continuous flow of knowledge through Google classroom for providing study materials, creating quizzes, and giving assignments. Audio lectures were also sent to students who did not have high internet connectivity. Students who excel in academics are given books in the prize distribution function. These books help them in further studies and various competitive exams.

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

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

Due to Corona Pandemic, the academic session 2020-21 began in September 2020 with the admission process of the students for the new session. This included submission of the admission forms by the students seeking admission in the first year. Subject-wise Merit Lists were then displayed. The students then deposited the fees. The students of the second year and third year were given admission on a Roll-On basis. Regular online teaching work began w.e.f. 01/11/2020. Enrolment for N.S.S., Rovers and Rangers, ECO Club, and Red Ribbon Club was done in the first week of November 2020. Activities like AIDS Day, Hindi Diwas, 07 days NSS Camp and International Women's Day, Online National Mathematics Days, etc were celebrated by these clubs/ societies during the session at the appropriate times. Class Tests/ Presentations/Quiz etc. were conducted by the teachers during the progression of the session. Mid-Term Tests for the students of the First, Second, and final year were conducted in February 2021. Annual Examination for the final

year was held w.e.f. 01/07/2021. The Annual Examination for the first and second year was canceled due to COVID-19 and the students were promoted to the next higher classes. The annual Prize Distribution Function was held in the last week of March 2021.

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

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

D. Any 1 of the above

| File Description | Documents |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

1.2 - Academic Flexibility

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

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

13

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | View File |
| Institutional data in prescribed format (Data Template) | View File |

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

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

0

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template) | View File |

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

0

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

0

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

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

The holistic development of students is the main purpose of the curriculum. The Institution follows the curriculum prescribed

by the Himachal Pradesh University, Shimla. Academically Generic Electives, Skill Enhancement Courses, and Ability Enhancement Compulsory Courses are designed to create awareness on cross-cutting issues like gender sensitization, environment and sustainability, ethics, and values.

Gender Sensitivity

Courses like Women Development-Issues and Concerns, Women Empowerment, Women's Rights Awareness, and Women's Studies educate the students on gender equality. Women Grievance and Redressal Cell organizes a number of programs like gender-related issues by organizing lectures, declamation contests, poster making, and slogan writing.

Environment and Sustainability

The course on Environmental Studies enables a holistic understanding of the environment and develops favorable attitudes and habits to protect and preserve nature. This is an ability enhancement compulsory course offered to the students of B.A./B.Com/B.Sc. First-year with the paper code ENVSS2AECC and consists of 100 marks. In addition, courses on Environment are included in the curriculum of Geography, Political Science to create awareness on environmental sustainability. NSS, ECO-club, and Rovers and Rangers Units of the college trains the students to enrich the environment by executing plantation drives, cleanliness drives, and campus beautification activities. The constant effort of the NSS team in the Swachh Bharat Mission promotes cleanliness and hygiene in the campus and surrounding areas and in the adopted villages at Naura.

Professional Ethics

Courses are offered on Professional Ethics and Values, Business Ethics, Business Etiquettes to develop professionally accepted standards of personal and business behavior, values, and guiding principles.

Human Values

The courses on Value Education with topics like human values, self-introspection, family and social values, inter-culture tolerance, and social problems help the students to understand the values and contribute to society. All the important days including the birth anniversaries of great persons are

celebrated which makes the students patriotic, dedicated, and devoted. Extension activities like NSS, Rovers & Rangers, and Sports which are mandatory in the curriculum develop leadership skills, promote cultural representation and instill human values and social responsibility. During Corona Pandemic, the NSS unit arranged a Gender sensitization program, cleanliness campaign, and a health drive for Naura village in order to spread awareness about the importance of cleanliness and hygiene. 'Mask Up' was an activity taken up to create awareness in public about the necessity of wearing masks.

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

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

0

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | View File |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

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

0

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

1.4 - Feedback System

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

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| URL for stakeholder feedback report | View File |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View File |
| Any additional information(Upload) | View File |

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

A. Feedback collected, analyzed and action taken and feedback available on website

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| URL for feedback report | https://www.gcnaura.in/images/uploads/files/Feedback202021.pdf |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

| 2.1.1 - Enrolment Number Number of students admitted during the year | |
|---|---------------------------|
| 2.1.1.1 - Number of sanctioned seats during the year | |
| 780 | |
| File Description | Documents |
| Any additional information | View File |
| Institutional data in prescribed format | View File |
| 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats) | |
| 2.1.2.1 - Number of actual students admitted from the reserved categories during the year | |
| 31 | |
| File Description | Documents |
| Any additional information | View File |
| Number of seats filled against seats reserved (Data Template) | View File |
| 2.2 - Catering to Student Diversity | |
| 2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners | |
| <p>The institution works for the welfare of its students regularly. We continuously keep our efforts to give quality education to our students. The issues faced by the students in academics are dealt with in a proper manner by teachers. The teacher meets with students and their grievances are addressed with full satisfaction. The teacher discusses the weak points of students and also motivates them to do their best.</p> <p>We also think that everyone can not be brilliant in academics. A student may also excel in other activities like sports, culture, art, and craft, etc. The institution organizes different extracurricular activities to provide vast experience and exposure to its students in the field of sports, culture, art and craft, etc. In our institution, we have Eco-Club, Red Ribbon Club, Rover, and Rangers which develops social responsibilities and team spirit among our students. Apart from these all, Sports, NSS give an extra platform to the students</p> | |

to explore their capacities and capabilities. To spread awareness in the society regarding current issues students of Red Ribbon club, Eco club, Rover & Rangers extend their active contribution by taking out rallies, delivering lectures, and communicating with the general public personally.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Link for additional Information | nil |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 382 | 14 |

| File Description | Documents |
|----------------------------|---------------------------|
| Any additional information | View File |

2.3 - Teaching- Learning Process

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

The institution believes in the adoption of students centric methods to enhance student involvement as a part of participative learning and problem-solving methodology. Experiential Learning is an integral part of the curriculum, especially for Science and Commerce students. The College makes continuous and conscious efforts to enable its students to realize their potential and evolve as leaders and transforming agents of society. Some of the methods employed by the college in this process are:

- Visits to the villages organized by NSS, Rovers & Rangers units of the college to gain an understanding of the lives of the people living in rural areas.
- ICT based methodologies are used to increase the comprehension and retention of the students
- The college employs an interactive approach through discussions, debates, oral group presentations to

encourage greater participation and interactive learning

- The students are taught about the importance of law and order, discipline, sensitivity to gender issues, environmental awareness, the importance of hygiene and health care through lectures, workshops and seminars.

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Link for additional information | nil |

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

Teachers use ICT-enabled tools including online resources for effective teaching and learning processes during the year. The academic year 2020-2021 was completely affected by the Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adapt and practice the ICT-enabled tools. The use of laptops and the internet became a common practice not only for the teachers but also for the students. The teachers are effectively using ICT-enabled tools like laptops, headphones, writing pads, internet, video lectures, audio lectures, PPT presentations, virtual labs, YouTube links, e-contents, etc.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://www.gcnaura.in/?page=infrastructu re |

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

2.3.3.1 - Number of mentors

0

| File Description | Documents |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| mentor/mentee ratio | View File |

2.4 - Teacher Profile and Quality

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

14

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| List of the faculty members authenticated by the Head of HEI | View File |

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

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

03

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

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

2.4.3.1 - Total experience of full-time teachers

51

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

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

Himachal Pradesh University Shimla has taken various initiatives from time to time to improve the level of education like Annual System, Semester System, and CBCS system. Assessment and evaluation form an integral part of the entire educational process. The University has adopted a Continuous and Comprehensive Assessment (CCA) system of internal evaluation. It is mandatory for all the affiliated colleges to follow the same system of continuous internal evaluation. Govt. College Naura (Kangra) H.P. also follows the same procedure of continuous internal evaluation of the students. Thirty percent (30) of the total marks for a subject are allotted for CIE. These marks are further subdivided and allotted to different types of methods for internal evaluation as given below:

- **Attendance:-** In order to maintain punctuality, the students are given marks as per their attendance. Minimum 75 % attendance is necessary for every student to be eligible to appear in the yearly based examination.
- **Mid-Term Test:-** Students are evaluated by conducting a mid-term test when almost 60-70 of the syllabus has been taught to the students.
- **Seminar/ Assignment/Presentation:-** The students are awarded on the basis of their performance in the seminar/assignment/presentation/quiz test.
- It is compulsory for the students to qualify for both the components i.e. C.I.E and Yearly Based Examination to be eligible to be declared as successful in a course.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | nil |

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

The examinations to which the students are subjected can mainly be divided into two broad categories:

- Internal examination conducted by the College
- External Examination conducted by the affiliating university, i.e., Himachal Pradesh University.

The mechanism to deal with the grievances related to the external examination is as follows:

- The institution has a well-defined system in place to deal with examination-related grievances.
- The faculty addresses the rightful grievances of the students pertaining to the marks obtained in the internal assessment.
- The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers.
- If any error is detected in the final mark-sheet in spite of rigorous scrutiny, it is promptly reported to the University by the College. Final results are declared online by the University well in time so that students find an appropriate time to take admission in the next class. After the declaration of result, in case of pending or incomplete results due to any reason, the matter is reported to the dealing branch of the University. The students are guided as to how they can receive their DMC by hand from the concerned department

of the University.

- Any examination-related grievances, after the declaration of result, are dealt with by the examination branch of the H.P. University, Shimla.

| File Description | Documents |
|---------------------------------|---------------------------|
| Any additional information | View File |
| Link for additional information | nil |

2.6 - Student Performance and Learning Outcomes

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

In an institution, learning outcomes are the objectives of learning a particular course and it also includes the skills a student must acquire on completion of the course. This institution imparts education in various fields/ courses like B.A., B.Sc., B.Com.

The students who wish to pursue B.A. are free to earn knowledge in several fields of historical political, social science, economics, literature, etc. students who pursue graduation in social science and humanities have the liberty to opt for courses according to their taste and interest. This course develops their administrative, organizational and social skills among the students, which helps them in their future careers.

The students who wish to pursue B.Sc. (Medical/ Non-Medical) are free to opt for courses of their area of interest. The best part is they are able to develop their critical thinking and scientific temper. They are also provided with a platform to excel in multiple fields.

Similarly, the B.Com program/ courses empower the students to make a good career in the field of management, accounting, business banking, etc. After completion of the course, the students can start their own business and use the skills to improve it. The students are provided the best opportunities to develop their skills which help them to improve their personality and cultivate confidence.

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional information | nil |
| Upload COs for all courses (exemplars from Glossary) | View File |

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

The course outcomes of the students are evaluated at the university level through the End-Term Examination and in the college through Internal Evaluation. The teachers are able to assess the caliber, standard, and understanding of the students through IA (Internal assessment). The students are able to assess their weakness and strengths, their limitations and advantages through this process. Thus, they are in a position to improve their performance in the End-Semester Examination conducted by the university at the end of the semester. In case of any discrepancy, the students are directed to contact their respective teachers. The learning outcome of the students within the college is evaluated through assignments, tests, presentations, and practicals (for Science students). Students are supposed to submit their projects and assignments within a stipulated period. Students who are unable to submit these due to authentic reasons are given additional time to fulfill the same. The college IQAC monitors all academic and cultural aspects.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional information | nil |

2.6.3 - Pass percentage of Students during the year

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

55

| File Description | Documents |
|--|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | View File |
| Upload any additional information | View File |
| Paste link for the annual report | https://www.gcnaura.in/images/uploads/files/Annual_Report_2020_2021.pdf |

2.7 - Student Satisfaction Survey

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

<https://www.gcnaura.in/images/uploads/files/Student%20Satisfaction%20Survey20202021.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

nill

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

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

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

nil

| File Description | Documents |
|---|---------------------------|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | View File |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | nil |

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

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

NIL

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| List of workshops/seminars during last 5 years (Data Template) | View File |

3.2 - Research Publications and Awards

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

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

6

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

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

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

1

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.3 - Extension Activities

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

It is the duty of an institution to impart moral and human values to the students in addition to academic excellence. The students should also learn about their social responsibilities towards society. This platform is provided through N.S.S. Unit, Red Ribbon Club, Eco-Club, Women's Grievance Redressal Cell, and Rovers and Rangers. National Service Scheme(N.S.S.) is devoted to the service of the nation. Their motto is "Not Me But You".

Red Ribbon Club

This club came into existence in order to create awareness about AIDS among the students. The main motive of Red Ribbon Club is to make students aware of AIDS and the corresponding preventive measures. The red Ribbon Club organizes lectures and rallies for the same. The students get sensitized about the burning health issues and the awareness created helps them in becoming responsible citizens of tomorrow.

Eco-Club and Campus Beautification Committee

Apart from raising awareness about green and clean environment the Eco Club and Campus Beautification Committee contributes in various ways such as

- Cleanliness campaigns under the 'Swachh Bharat Abhiyan' initiated by the government.

- By Organising plantation drives and also nurturing existing plants.

N.S.S. Unit

The NSS Unit carries out extensive activities for the welfare of society. The motto of the government College Naura is: 'Care and Love for Humanity'. It is committed to the all-round development of students and society. A symbiotic relationship between society and students is maintained when the students come forward for community activities.

Rovers and Rangers

The Rovers and Rangers unit was constituted in the college on 14-07-2017. The Rovers and Rangers unit is doing great service to the community through various programs.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

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

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

1

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of awards for extension activities in last 5 year(Data Template) | View File |
| e-copy of the award letters | View File |

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

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

16

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| Any additional information | View File |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

412

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

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

0

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | View File |

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

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

0

| File Description | Documents |
|--|---------------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | View File |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has two blocks comprising of Arts and Commerce Block. Besides this, the construction of the Science Block is almost complete. The whole campus is equipped with CCTV cameras, Floodlights and Solar lights. There is a green ground comprising of flower beds, banyan, Peepal and mango trees which provide good environmental conditions for studies. The college ground provides separate parking facilities for students and staff.

Class Rooms: There are 18 classrooms in the college. Out of which five rooms are being utilized as lab cum classrooms, two smart classrooms and one IT lab for the effective teaching-

learning process. Each classroom is equipped with well-furnished furniture like desks, dais, black/green boards, fans & lights.

Smart Class Rooms: There are two smart classrooms equipped with projectors, touch screens, digital boards, CPUs and amplifiers. The institution engages students in high-order training through group discussions, debates, seminars and presentations. The capacity of each smart classroom is 72 students.

Laboratories: The college has the following well-equipped laboratories that cater to the needs of the students: Botany, Zoology, Physics, Chemistry, Computer and Geography lab.

Library: The library is equipped with text and reference books and a variety of Magazines and newspapers. The library has a total of 2988 books in its bank. The library subscribes to Science Reporter, Pratiyogita Darpank, Samanya Gyan, Competition Success Review, and GK Today. The library is facilitated with newspapers The Tribune, Panjab Kesari, Divya Himachal Himachal Dastak, Amar Ujala and Employment News.

IQAC/RUSA/NAAC Room: All work pertaining to IQAC/RUSA/NAAC is dealt with here.

NSS/Career Guidance Counselling and Placement Cell: All work pertaining to NSS/Career Guidance Counselling and Placement cell is dealt with here.

Rovers and Rangers /Eco Club/Campus Beautification Room: All work pertaining to Rovers and Rangers /Eco-club/Campus beautification is dealt with here.

Women Grievance & Redressal cell: The College provides a very efficient and easy way to redress the grievance of the women which is further catered to and dealt with in a separate room adjacent to the Principal's room.

Health Care Centre: Health Care Centre is a necessity in any institution. The campus health care centre provides First-aid to college students during illness and injury. Items such as First-Aid Box (Bandage, ointment, medicines, glucose), almirah and bed, stretcher are present in the Health Care Centre.

Multipurpose Hall: The college has a spacious multipurpose hall with a seating capacity of 300 students. It is used for

conducting the end-term examinations and mid-term examinations.

Canteen: College canteen is closely regulated and supervised by the canteen committee and college administration. Food prepared in the canteen is healthy and hygienic. There are separate dining halls for students and staff. The canteen has a modern kitchen with washbasins, Aquaguards, fans, exhaust fans and a refrigerator. A Television has been fixed in the canteen for the students.

Girl's Common Room: Girls' Common Room has a Sanitary Napkin Vending Machine, magazines' stand and well-furnished sitting arrangement.

Fire Safety Unit: Fire extinguishers are installed in both the blocks of the college.

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

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

Facilities for Cultural Activities: The college has a spacious multipurpose hall with a seating capacity of 300 students. It is used for conducting the end-term examinations and mid-term examinations, various cultural activities, annual functions, and competitive events. It has a proper stage with curtains, Dias, and a PA system. The college has its own DJ Equipment. The hall has an attached washroom and a green room where girls get ready for cultural programs. Various musical instruments like Harmonium, Tabla, and Dholak are used by the students during the cultural events.

Facilities for sports: Sports play a vital role in the all-around development of the students. The students are encouraged to take part in indoor and outdoor games as sports constitute an integral part of education.

College indoor sports: Table-tennis, Chess Carom, Boxing.

Outdoor sports facilities: Playgrounds for cricket, kabaddi, athletics, parades, and march pasts Volleyball Court, Badminton court, Facilities for field events Long-jump, High jump Shot-put Races, Discus Throw, Javelin Throw, Sports goods for all indoor and outdoor events are available in the college.

Gymnasium: Gymnasium helps in maintaining the health and fitness of students and employees. It is situated on the ground floor in the Commerce Block. The gymnasium has Tread Mill, Exercise Bike, Multi-adjustable inclined bench, Multi Ab Bench, Shoulder press, Bicep curl, Leg press, Chest press, Massage Chair.

Yoga Centre: None can deny that yogic medication plays a crucial function in the general healing process. Yoga Improve the strength, balance, flexibility of human being. The yoga center of the college provides many inimitable facilities for teachers and students as well as for those who are in quest of mild detoxification.

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

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

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

05

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

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

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

0

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Upload audited utilization statements | View File |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | View File |

4.2 - Library as a Learning Resource

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

Libraries play a fundamental role in enhancing the learning experience, providing students with all the materials and services they need to improve their knowledge, through use of computers, the student can search their sources quickly, write their assignments and check the plagiarism percentage for their written work. The library of the college is situated on the top floor in the Arts Block. It has room for the Librarian and a cabin for the Assistant Librarian. The data relating to books is computerized. There are computers with internet facilities for the use of students. There are tables and chairs for the staff and students to study comfortably. The library is well lit and receives natural light throughout the day. In addition, there are a number of tube lights and fans. The library subscribes to six magazines and seven newspapers. There are more than three thousand books in the library. Exhibitions of books are regularly held so as to create awareness among the students. The students are encouraged to visit the library regularly. They are provided library cards to get the books issued. Issue registers and stock registers are well maintained for the record. The students who use the library, make their entry in the visiting register. Book Bank facility is also available in the library. Fire extinguishers have been installed in the library.

Name of ILMS software Soul 2.0

Nature of automation (fully or partially) Fully Version

Soul 2.0.14

Year of Automation Oct 2017

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | View File |

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

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

0

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| Audited statements of accounts | View File |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | View File |

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

25

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of library usage by teachers and students | View File |

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi****Response:**

The institution has Wi-Fi Facility since 2015. There is an IT Lab with a capacity for seating 34 students. Wi-Fi connection has been provided to the Principal Office, Office, Staff Room, IQAC/RUSA Room, Botany, Zoology, Chemistry, Physics Labs, Smart Class Rooms, and Library. The college uses the internet facility extensively. Covid 19 threatened nearly all aspects of college life from admissions, enrollment, classes, and other activities. The teaching shifted to online mode through WhatsApp groups. The admissions of the students are online. The scholarships are also applied online. The assessment of the students has to be uploaded on the website of the university. Most of the correspondence is done through online mode with Directorate and other agencies. Thus the institution has to regularly update its IT facilities. 11 CCTV cameras have been installed for the safety and security of the students and staff. The College's website www.gcnaura.in is used to relay information about the events and activities.

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

4.3.2 - Number of Computers

41

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Student – computer ratio | View File |

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | View File |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

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

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

0

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The college ensures regular maintenance and upkeep of all infrastructural facilities and follows a structured policy, the well-defined procedure of augmenting infrastructural facilities for ensuring academic excellence. The college has a well-organized and decentralized mechanism to maintain the physical,

academic, and support facilities. Different committees along with IQAC ensure the proper maintenance and utilization of the facilities as per the allocation of the budget. Physical Maintenance: The Purchase Committee holds regular meetings to approve necessary purchases for the maintenance of the college infrastructure. The repair work is outsourced to appropriate external agencies when the need arises. For major repairs, the college sends its demand to HPPWD which redresses the complaint in a time-bound manner. Furniture and equipment are purchased as per the requirements. The stock register is maintained after the purchase. An electrician employed by the college is responsible for the maintenance and installation of electrical devices. The rainwater harvesting unit, fire safety equipment, etc are maintained by the college administration. A clean water facility is available in the college through Aquaguards and their maintenance is carried out as per requirements.

Classrooms/Campus Maintenance: The entire college campus is cleaned and maintained by a team of efficient workers, assigned for each floor. The gardener looks after the plants and flowers on the campus. NSS and Rovers & Rangers also take an active part in keeping the campus clean and green. It is being endeavored to make government college Naura a green and environment-

friendly campus. Science/ Geography Laboratories: There are 5 slabs in the College and each lab facility/equipment's are monitored and maintained by respective departments. Trained lab assistants ascertain the working of instruments and equipment. They maintain a high standard in the laboratories under the supervision of the department heads.

Computer lab: Maintenance and up-gradation of IT infrastructure are done by the computer repairing and maintenance Committee. Teachers are given the training to ensure optimal utilization of ICT facilities. The computer lab assistant is available for efficient running and troubleshooting technical glitches related to IT software and hardware, external help is taken whenever the need arises.

Services of a professional IT company have been used for maintenance and regular up-gradation of the college website.

Library: The Library Committee members meet to finalize the procurement of books and to discuss the improvement/updating of facilities provided by the library. At the time of admission, students are issued library cards which will be valid till their final semester. Registers are maintained both for students and Staff for entry-exit. The stock verification is carried out by the library staff every year. . A team of Faculty members and the entire Library staff conduct stock verification involving the counting of books and matching the numbers with official records every year. The damaged books are

mended and restored. The worn-out and obsolete books are removed and written off. Sports: The Sports committee maintains the gymnasium, outdoor and indoor sports equipment.

Other Information ? A clean water facility is available in the college through Aquaguards and their maintenance is carried out as per requirements. ? To conserve water, a rainwater harvesting system has been developed in the College ? A complaint Box is installed in the college. All types of grievances can be dropped in the box. Suitable and necessary action is taken after going through the complaints/suggestions/feedback.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

21

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

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

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

00

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

D. 1 of the above

| File Description | Documents |
|---|---|
| Link to institutional website | https://www.gcnaura.in/?page=home |
| Any additional information | View File |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

00

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

00

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |

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

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

20

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| Any additional information | View File |
| Details of student progression to higher education | View File |

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

Nil

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload supporting data for the same | View File |
| Any additional information | View File |

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

00

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

The student council has always been an integral part of the college's functioning system. The Students' Council known as College Students Central Association i.e. C.S.C.A. is constituted by the college on the basis of their performance in the University Examination as per the guidelines issued by HPU Shimla. It works towards bridging the gap between teachers, administration, and the students. The C.S.C.A. consists of President, Vice-President, Secretary, Joint Secretary, Class Representatives, and Executive Members. CSCA is a group of 22 elected students with equal representation from different disciplines. Student Council operates for one Academic year and will change in the next year . The session 2020-2021 was challenging because of the covid-19 pandemic. The student body works closely together with the teaching faculty to provide a platform to the students to express their hidden talent and involvement in Institutional affairs and activities; opportunities in leadership and strengthening student-faculty community relations. Due to Covid-19 Pandemic CSCA was not constituted during this session 2020-21.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

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

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

09

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

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

The Old Students Association was constituted for the first time in the session 2018-19. The first meeting of the association took place on 8th December 2018. The old students were delighted to be a part of this association. They offered all necessary support to the institution whenever required. It is now registered and functional. The following contribution is extended by Old Students Association :

1. Participation in the extension activities.
2. Submission of feedback in respect to curriculum, teaching, and extension activities.

Due to Covid Pandemic, the meeting was not held during this session 2020-21

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision: Govt. Degree College Naura has been established to provide education to rural students who are from all sections of society. It is especially a boon for the girl students whose parents are not willing to send them to far-off places for Higher education. The Institution aims to impart quality education to the students and instill the values of compassion, patriotism, discipline, honesty, tolerance, dedication, and hard work. The aim is to make them responsible citizens of the country. The college wants to make the students independent, self-reliant, and confident. It is a launchpad for the future generations of the country, who in turn will be the achievers and servers. They will achieve their goals and go forth to serve the next generations.

Mission: Our mission is to keep up with new times and yet preserve our culture and heritage. Our dream is to raise the comprehension and understanding of the students and to bring them to the mainstream. A sense of competition and a spirit of achievement is inculcated in the students. To improve the communication skills, soft skills, and confidence of the students by imparting sound knowledge to them so that they can make a niche in society. To create the spirit of co-operation, teamwork, leadership, and friendliness among the students so that they can make a significant and positive contribution to society.

1. Nature of Governance

The decision-making process of the college is based on the direction of the higher authority with transparency. All policies and plans for the College are drafted by the Himachal Pradesh University, Shimla, and the Department of Higher Education of Govt. of Himachal Pradesh. These policies and plans are implemented by the Principal and teaching as well as non-teaching staff. The College is empowered to form

committees/sub-committees. The Principal of the college encourages all the staff, both teaching, and non-teaching for the continuous development of the college. The Bursar of the college monitors the expenditure of the various funds of the college.

- The staff council has regular meetings with the Principal regarding various agendas. This ensures the smooth functioning of the college. The minutes of the meeting are properly recorded and then the decisions are executed.
- IQAC effectively monitors the administrative, academic, and extra-curricular activities of the college. Thus, the quality in the Institution is maintained through Principal- faculty interaction and teacher-student interaction, both academic and non-academic.
- C.S.C. An advisory Cum Welfare Committee also participates in the overall development process of the college. Though during 2020-2021 CSCA could not be constituted due to COVID-19 Pandemic.
- The College provides a homely atmosphere to students and encourages their creativity through involvement and participation in various departmental activities. They are encouraged to ask questions and give feedback to take the required steps to enhance their learning.
- The College authority strictly maintains service rules, norms, code of ethics in the college prescribed by the government.
- Information relating to transparency is ensured through the availability and accessibility of information through the college website, RTI, etc. Financial management and financial transparency are done through the audit.
- Parents Teachers Association Meeting of Parents and teachers are organized regularly to let the parents know about various aspects and plans of the college PTA Fund is spent with the consent of parents
- RUSA Fund committee: Administrative approval for RUSA funds is granted by the Directorate of Higher Education. This grant is utilized for infrastructural developmental works after completion of Codal formalities like inviting quotations, issuing supply orders, billing, etc.

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

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

The College believes in the decentralization of power. Leadership qualities are exercised through various councils and committees. For the smooth running of the college, the whole system of administration is decentralized. The Principal is the administrative head of the institution. However, for effective administration and efficient implementation of the academic activities, efforts to decentralize the management are being made through the Academic Council, IQAC, NSS units, Heads of Departments, and several committees and cells comprising of Teaching Faculties, non-teaching staff as members. Meeting of the Teachers' Council is arranged regularly to discuss the various affairs of the college with a special emphasis on improving the teaching and learning of the college. The institution also emphasizes the inclusion of all the employees working at different levels. Participation in the various activities and programs gives them confidence in their abilities and the values to become responsible citizens of the country. The college has formed many subcommittees like Academic Committee, Cultural Committee, RUSA Committee, Library Advisory Committee, Purchase Committee, College Development Committee, Examination Committee, SC, ST and Minority Committee, Women Grievance Redressal Committee, Students Council (Election) Committee, Games & Sports Committee, Discipline & Anti Ragging Committee, Anti-Drugs Committee, Career Counselling, and Placement Cell, etc. to look after all the activities of the college. Every subcommittee is headed by a convener and the Principal is the Chairman by his/her post. The subcommittees meet, plan and then execute the plans for the effective functioning of the college by the participation of all the stakeholders. Feedback is obtained from the students from time to time to improve the quality of the services rendered. The decentralization and participation of all the stakeholders result in collaboration, unity, and team spirit which helps fulfill the mission and vision of the college.

The following strategies are adopted by the institution to

monitor and evaluate institutional activities:

- Regular meetings (Academic Council, IQAC, Committees, etc)
- Feedback system (Regular feedback from Stakeholders - Alumnae Members, Staff and Students)
- Regular visits of the Principal to the departments and interaction with heads of the departments monitor their respective departmental activities
- Submission of Activity reports to the Principal and to the IQAC.

Recruitment of Data Operator in the Institution. In this age of digitalization, no digital work can be completed without a data operator. On 5th Oct 2015, a meeting of the Parent-Teacher Association and conveners of various committees of Govt College Naura, chaired by the Principal, was held. In the meeting, it was unanimously decided that the college required a Data Operator. It was also decided that his salary would be paid through PTA Fund. Subsequently, a data operator was appointed.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategy development and deployment of our college are as per the prescribed guidelines of the Himachal Pradesh government, the affiliating university - H.P. University and the Department of Higher Education, H.P. besides other regulatory bodies such as UGC, RUSA, MHRD, etc. The college formulates its plans in accordance with the directions issued and letters received from the above-cited bodies. Therefore all the activities, i.e., academic, sports, cultural, co-curricular, and extra-curricular are carried out according to the notification and guidelines issued.

Initially, the college started with the Arts Faculty in the session 2007-08. Commerce has introduced in the session 2015-16 and the Science stream was introduced in the session 2017-18. The college has three blocks. Along with academics, sports are

an essential part of mental and physical development to facilitate the growth and interest of the students. The ground for sports is being developed to facilitate the growth and interest of the students. Activity-based on the strategic plan: The formation of IQAC took place in July 2017. Since then, the IQAC is functioning with a focus to maintain quality on all fronts. The IQAC works closely with the Principal and staff to implement the processes across the Institution. This cell makes policy decisions and keeps records of all the activities of the college. These practices resulted in getting affiliation for Science Stream of the college with H.P.U. Shimla.

| File Description | Documents |
|--|---------------------------|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

The Principal administers the College as per formulated rules and policy of the Department of Higher Education, Govt. of Himachal Pradesh. It is affiliated with Himachal Pradesh University, Shimla. The Principal guides the College in academic progress, admission, and administrative matters. The administrative staff has a superintendent, an accountant, clerks, bursar (from the teaching staff), and peons. The faculty members play an important role in executing the curricular, co-curricular, and extra-curricular programs.

The important bodies of the college are:

- Advisory Committee
- Internal Quality Assurance Cell
- Academic Committee
- Examination Committee
- Anti-Ragging Committee
- Women Grievance and Redressal Cell & Committee against Sexual Harassment
- Cultural Committee
- RUSA Committee
- Purchase Committee

- Games & Sports Committee
- Career Counselling and Placement Cell
- Parent-Teacher-Association

Service Rules: The service rules of the Principal, teaching, and non-teaching staff have been drawn by the Govt. of Himachal Pradesh. The Institution follows them in totality.

Procedures: All procedures related to admission, exams, recruitment, construction are followed through the guidelines laid down by the Govt. of Himachal Pradesh. The Principal is authorized to purchase equipment and all other material required for the smooth functioning of the college.

Recruitment: The recruitment of the staff is done through various Govt. agencies. The teaching faculty is appointed through the Himachal Pradesh Public Service Commission (HPPSC), Shimla. The non-teaching staff is selected through Subordinate Selection Board and other State Procedures.

Promotional policies: Promotion of the teaching and non-teaching staff is based on the rules followed by the Govt. of Himachal Pradesh. It is based on Seniority and the Departmental Exam.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | https://www.gcnaura.in/images/uploads/files/Organisational_Structure_of_GC_Naura.pdf |
| Upload any additional information | View File |

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

A. All of the above

| File Description | Documents |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

6.3 - Faculty Empowerment Strategies

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

The welfare measures for the teaching and non-teaching staff are decided by the Government of Himachal Pradesh by its regulations and policies. It is modified from time to time when recommendations of the pay commissions are accepted. Salary is revised from time to time as per the recommendations of UGC, Pay Commission/Pay Review Committee, an annual increment is given every year, DA is given from time to time. Promotion/Career Advancement Scheme gets implemented for all regular staff as per the guidelines of the UGC/State Government. Faculty members are encouraged to participate in Orientation Programmes, Refresher Course, Faculty Development Programs, Seminars, and Workshops for up-gradation of their academic knowledge.

A few welfare measures that enjoy the staff is mentioned below:

- Medical leave: There is the provision of 10 days medical leave with full pay.
- Medical reimbursement: The medical bills are reimbursed as per state rules.
- Casual Leave: Twelve days of casual leave is allowed for all employees per year.
- Earned Leave: Twenty days of earned leave is allowed per year for teaching staff and thirty days for non-teaching staff.
- Group Insurance Scheme: Employees are covered under group insurance scheme by paying a premium of Rs. 120/-per month.
- LTC: Leave Travel Concession is granted as per state Govt. rules.

- **Provident Fund Advance:** 75% of GPF can be availed twice a year for miscellaneous purposes like education fee, daughter's marriage, etc. One time 90% advance can also be availed for the building of a house or repair of the ancestral house.
- **Study Leave:** For pursuing Higher Education, study leave is granted to teachers as per the rules of the Directorate of Higher Education of Govt. of Himachal Pradesh. **Maternity /Paternity Leave:** This leave is provided as per govt norms.
- **Academic/Duty Leave:** It is granted to teachers for Conduct of Examinations, Evaluation of Answer Scripts, Attending Refresher and Orientation Courses, Induction Programmes, Attending Conferences/ Seminars, and Official Meetings.
- **TA/DA:** Teachers are paid travel allowance and dearness allowance as per the rules laid down by the State Govt.
- **Uniform for Class IV Employees:** Uniform for the class IV employees is provided by the govt. **Retirement gratuity, leave encashment& pension:** It is provided to employees after retirement. Post -2003 employees are granted PF through CPS.

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

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

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

00

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

00

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | View File |
| Reports of Academic Staff College or similar centers | View File |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

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

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

3

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

A performance appraisal is a systematic and periodic process that assesses an individual employee's job performance and productivity. The College is a State maintained Institution and follows the guidelines given by the govt. with regard to the performance appraisal system for teaching and non-teaching staff. A self-performance appraisal form is to be filled in by the teaching staff and submitted to the Principal every year. This goes by the name of Annual Confidential Report (ACR). The ACR is also filled by the non-teaching staff. There are four prescribed stages for promotion from Assistant Professor to Associate Professor.

Stage 1 (AGP Rs 6000) to Stage 2 (AGP Rs 7000) Four years of service with Ph.D./ Five years of service with M.Phil./PG Degree in Professional Course/ Six years of service for those without Ph.D/M. Phil. Stage 2 to Stage 3 (AGP Rs 8000) Completion of five years of service in Stage 2

Stage 3 to Stage 4(AGP Rs 9000) Completion of three years of service in Stage 3.

The promotion for the second and third stages are granted by the Departmental Promotion Committee (DPC) constituted by the Department of Higher Education. The conditions laid down by the university and UGC have to be fulfilled e.g. attending Orientation and Refresher courses and teacher training courses in a time-bound manner. DPC is conducted for the promotion of Associate Professor to Principal according to seniority. The Departmental examination has to be qualified for the same.

The Non-teaching Staff Members are promoted in a time-bound manner by the State Govt.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external financial audits regularly. The purchase committee, Internal Audit Committee/Stock Verification Committee, and the Bursar of the college keep a check on each and every payment of bills from the funds of different heads of the college. Each Department maintains a stock register of the records of all kinds of purchases that are audited by the purchase committee. The records of the institution are maintained accurately and in a proper manner. The administration works in a transparent and systematic manner as per rules.

The Govt. of Himachal Pradesh conducts an audit of Govt. Departments through the office of Accountant General at Shimla. The audit of this Institution was conducted by the State Audit Team comprising of an officer of section officer level. The audit was conducted for the period from April 2013 to March 2020 and had taken place from 1-08-2020 to 15-08-2020. Whenever any audit objection arises it is noted for compliance and the Head of the Institution is informed. Corrective measures are then initiated. Objections raised if any are settled by the office.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

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

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

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| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | View File |
| Any additional information | View File |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

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

The Principal / DDO ensures that the fund is utilized for the specific purpose for which it has been obtained. The college has developed an effective system to monitor and supervise the mobilization of the fund. On receipt of any fund, it is recorded in the head-wise appropriate registers. The Principal in consultation with the Purchase Committee, RUSA Committee follows the formalities for utilization of funds. Quotations are sought from different vendors and then a supply order is issued against the lowest quoted vendor for the purchase of any material. The utilization of funds is done in a transparent manner. For the smooth functioning of the college, various committees ensure that the work is done in a systematic and proper manner.

- The College receives funds through student fees and the Parent-Teacher Association (P.T.A).
- The salary bill of the teaching and non-teaching employees is met by the Govt. of Himachal Pradesh. The salary bills are sent to the treasury where they are processed.
- The upkeep and maintenance of the college are done through the Amalgamated fund (A.F) and P.T.A Fund.
- The library committee deals with matters related to purchasing books and magazines. The teachers of various departments can give their requirements for books and the funds of the library are accordingly utilized.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) was established in this college in July 2017. IQAC monitors all the activities of the college be it academic, co-curricular, or administrative, and keeps them streamlined. It removes the shortcomings and keeps a strict quality check on all the activities that take place in the Institution. Each and every activity of the college is recorded in the IQAC register. This is a very big initiative as all the activities of the college are recorded, compiled, and available for scrutiny. The IQAC initiative is indeed very useful as it serves as a filter for the working of the Institution.

Following are the two practices performed by the IQAC:

- To strengthen the Career Guidance, Counselling, and Placement Cell.
1. Lecture on Discipline, road rules and drug de-addiction were delivered by police Department
 2. Members of the Health department delivered lectures on Health, Hygiene, Problems of women and general health awareness, COVID-19 Pandemic Awareness
- Strengthening of Discipline, Anti-Ragging and Anti-Drugs Committee.
1. Displaying of boards to provide information on the anti-ragging helpline
 2. Posters have been displayed on notice boards to discourage ragging
 3. Helpline for the girls is displayed on the Board
 4. Strict punishment for those indulging in ragging
 5. All the information is given in the prospectus
 6. Receiving Feedback from the stakeholders

7. Observance of special days was organized
8. Uploading the data of the college in the AISHE portal
9. Registration of Alumni Association

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

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

Since its inception, IQAC conducts regular meetings and reviews, strengthening the teaching-learning process, its structure & methodologies of operations, and learning outcomes at periodic intervals in the monthly Teachers'' Council meeting. Every year at the beginning of the session the teachers download their syllabus from the website and review the courses which they have to teach. Staff meetings take place and decisions are taken about the best way to teach the students. Students are informed about the syllabus and advised about the books which they have to purchase and the assignments they have to submit. The students who face any difficulty in their academics are free to consult their respective teachers and solve their problems any time after the classes. The students are further motivated to visit the library on regular basis and thereby improve their mental abilities. They are also encouraged to read the newspaper daily and enhance their general knowledge. Informal English speaking and personality development classes are held in the college. From time to time seminars are held to guide the students about their career aspects and are given advice regarding the path they should choose after graduation.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | nil |
| Upload any additional information | View File |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of

C. Any 2 of the above

**Internal Quality Assurance Cell (IQAC);
Feedback collected, analyzed and used for
improvements Collaborative quality
initiatives with other institution(s)
Participation in NIRF any other quality
audit recognized by state, national or
international agencies (ISO Certification,
NBA)**

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | https://www.gcnaura.in/images/uploads/files/Annual_Report_2020_2021.pdf |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | View File |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Govt. College Naura is committed to providing equal opportunities to both genders in terms of admissions, empowerment, leadership, and sports/ cultural activities. The college acknowledges the fact that counseling services help students to reach their highest academic and personal potential. So a well-structured and broad-based student counseling system has been put in place to create a supportive environment for young minds. Various committees exist as per the UGC guidelines to ensure gender equality, elimination of ragging, anti-discriminatory behavior and to prevent any kind of harassment. They receive and address complaints from the students and staff of the college.

Women Grievance & Redressal Cell is constituted to empower and safeguard the rights of female members. It provides women with opportunities to grow in their leadership capabilities and participate in important administrative roles in the college.

Regular meetings of the cell are organized to address students' related issues and to organize programs. Awareness programs are organized as part of their personality development. They receive and address complaints from the students and staff of the college. Students are made aware of guidelines against sexual harassment. The curriculum is designed to inculcate values in students.

Processes for fostering gender equity are as follows:

- Provides all necessary facilities for ensuring equitable opportunities for studies and personal growth to girl students
- Organizes Awareness programs for staff & students
- Equal opportunities in learning and career advancement
- Ensuring a safe and secure environment
- Speedy mechanism of Grievance Redressal
- Common room to facilitate the female students. It has been designed to enable the girls to socialize, discuss and interact in an informal space. It also serves the dual purpose of relaxation and recreation.
- A Complaint box is installed outside the Principal's office.
- 11 CCTV cameras are installed to avoid Eve-teasing, students rage, violence in any form, outsiders' entry, and any other activity which can result in misconduct.
- Vending Machine for sanitary pads in the common room
- Magazines are provided for entertainment and information
- An incinerator is installed in the girls' washroom to destroy used sanitary napkins

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | https://www.gcnaura.in/images/uploads/files/Annual_Gender_Sensitisation_Action_Plan2021_21.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://www.gcnaura.in/images/uploads/files/Facilities_for_female_members_2021-21.pdf |

| | |
|---|------------------------------|
| 7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | C. Any 2 of the above |
| File Description | Documents |
| Geo tagged Photographs | View File |
| Any other relevant information | View File |
| <p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p> | |
| <p>A healthy and safe environment is provided to students, staff, and visitors. Uncontrolled disposal of wastes on land can easily pollute the soil and groundwater. Therefore the careful management of hazardous wastes is one of the most important concerns of modern times.</p> <p>Solid Waste Management:</p> <ul style="list-style-type: none"> • Regular cleaning of the campus is done and wastes are segregated according to dry waste and wet waste. • The biodegradable waste is kept in one pit which includes the leaves of the huge trees on the campus. This gets converted into manure for use in our botanical garden. • Our campus is a plastic-free campus. • Two sets of garbage bins (green for wet waste and blue for dry waste) are installed on the college campus by H.P. Govt. Dustbins are provided all over the Campus. • An incinerator is installed in the girls' washroom to destroy used sanitary pads. <p>Liquid waste Management:</p> <ul style="list-style-type: none"> • Liquid waste generated by Canteen and Chemistry Lab is directed through the back of the building and flows into the pits through separate pipes. • There is proper disposal of sewerage in the septic tanks. <p>E-waste management:</p> | |

- As the college is a new and budding institution, it has not produced an E-Waste yet. Computers and accessories are new as they have been purchased in recent years. In the future, the E-waste will be managed as per Govt. Rules.

| File Description | Documents |
|---|-----------------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | See Below ? |
| Any other relevant information | View File |

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

B. Any 3 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | View File |

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

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

E. None of the above

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | View File |
| Any other relevant information | View File |

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

C. Any 2 of the above

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | View File |
| Any other relevant information | View File |

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

The teachers sow the seed of tolerance among students as the students' voice strengthens the institution's role in serving society. An environment is created in the classrooms in which students learn to appreciate diversity and get sensitized to tolerance and pluralism. The programs undertaken by the college promote responsibilities, leadership qualities, communication skills, and citizenship roles and such activities help the staff and students in communal harmony, national development, and integration. The college adopted the following practices to cater to the students from various sections as follows: -

1. The students who belong to reserved categories like ST/SC/OBC etc. are offered special privileges
 - Relaxation in eligibility conditions at the time of admission
 - Provision of Incentives and scholarship by State Governments
 - Provision for free education to the differently-abled students but at present, there were no students under this category.
 - The college promotes social responsibilities and leadership roles among its students and staff through:
 - Organizing Community Services and participation of the staff and students through NSS programs, Eco Club, Rovers and Rangers & Red Ribbon Club.
 - Organizing Awareness Programme on the topics related to Human Rights and Women issues.
 - Organizing extra co-curricular and cultural activities

- Gender Equality Policy focuses on equal access, opportunities and rights for women and men.

Sr. No.

Title of the Program

Date

Activity

1.

International Women's Day

8-3-2021

Paper Reading Competition, Poetry Recitation, and Quiz Competition

2.

HIV/ AIDS, Beti Bachao, Beti Padhao, female foeticide.

18/03/2021 to 24/03/2021

Awareness Rallies

3.

International Yoga Day

21/06/2021

Online Participation

4.

HIV/AIDS Awareness

4-12-2020

Poster Making and Slogan Writing Competition

5.

National Virtual Event on World AIDS Day

01/12/2020

Online Participation

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| File Description | Documents |
|--|---------------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | View File |

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

Empathy and charity are two important social values that every responsible citizen of the country must possess. Various events are organized throughout the year to sensitize students towards their responsibilities as citizens. All activities are collectively or individually conducted by various departments of the College and various committees such as NSS, Red Ribbon Club, and ECO-Club.

CIVIC SENSE:

- Constitution Day is celebrated in India on November 26, every year to commemorate the adoption of the Constitution of India. Constitution Day is also known as the 'Samvidhan Divas'. Our college organized online webinars, Quiz, Essay Writing, and Painting Competition on the occasion of Constitution Day to aware the students regarding the constitutional obligations, rights, duties, and responsibilities of a citizen.
- The World AIDS Day: Students of Red Ribbon participated in a National Virtual event organized by the Dept. of Health and Family Welfare Dist, Kangra at Dharamshala.

ENVIRONMENTAL CONSCIOUSNESS:

Students are encouraged to participate in activities like Tree plantation drives, Swachh Bharat Abhiyan, and events like "Anti-Plastic awareness rallies are conducted. Students are encouraged to share their notes and collect one-sided used or printed papers and reuse them. Drug Awareness, Peace, Non-Violence awareness campaign, and anti-tobacco pledge were conducted.

- ECO-Club organized Poster Making and Slogan Writing Competitions to celebrate World Environment Day
- Cleanliness Drive was organized by the NSS Unit of the College

COVID TIMES:

Students and teachers were encouraged to follow SOPs and directions issued by Govt. during lockdown to show their responsibility as citizens. NSS volunteers gave messages to students and citizens to stay at home and prevent the spread of the virus. The Institution is taking maximum efforts to ensure a safe environment in the College. Staff is asked to come to College in a distributed manner. The temperature, pulse, and oxygen of any person who enters the campus were regularly monitored. The staff room, laboratories, and office are frequently sanitized. Sanitizers are made available at many points in the College. It is compulsory for any person entering the College to wear a mask and maintain social distance.

- Students of Red Ribbon participated in the online cultural fest and Mask Designing competitions organized by the Dept. of Health and Family Welfare Dist. Kangra at Dharamshala
- Teaching staff participated in an online webinar on Covid -19 organized by the Department of Higher Education

| File Description | Documents |
|--|---------------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | View File |
| Any other relevant information | View File |

| | |
|--|-------------------------------------|
| <p>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff</p> <p>4. Annual awareness programmes on Code of Conduct are organized</p> | <p>C. Any 2 of the above</p> |
|--|-------------------------------------|

| File Description | Documents |
|--|---------------------------|
| Code of ethics policy document | View File |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | View File |
| Any other relevant information | View File |

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

Commemorating days, events and festivals of national importance honors the great heritage of India. Recognising the momentous contributions of historical figures to freedom and justice, likewise, inspires the youth. Our institution celebrates these days/events so that the students are aware of the history, traditions, practices of India, problems, and importance of the events. But due to COVID-19 Pandemic, our institution managed to organize some events online.

- International Yoga Day on 21st June by practicing Yoga.
- Hindi Bhasha Divas is celebrated on 14th September every year to mark the adoption of Hindi as the Official Language of India.
- World AIDS Day on 1st December to educate students about HIV/AIDS.
- National Mathematics Day on 22/12/2020 to commemorate the birth anniversary of great Indian mathematician S. I.

Ramanujan,

- International Women's Day on 8th March to honour the historical and contemporary struggles of women for empowerment.
- Swachh Bharat Abhiyan on 2nd October seeks to accomplish one of the cherished principles of Gandhiji

Diwali, NSS' Day, Holi festival, etc. are also celebrated with great fervor and enthusiasm.

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

7.2 - Best Practices

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

Response:

Practice 1: Clean and Green Campus Initiative

Objectives of Practice:

- To increase environmental awareness among students, staff, and the neighborhood community of the college.
- To build a plastic-free campus that produces minimal waste conserves energy, protects biodiversity, and practices self-sustainability in areas of power, water and cleanliness.
- To minimize the environmental pollution on the college campus.
- To provide a neat & clean atmosphere which is useful for learning.

The context:

A clean & green environment is the basic necessity of human beings for the maintenance of good health and efficiency. In

order to keep the college campus clean and green, the college has constituted "Eco Club" and "Campus Beautification Cell". Increased use of mobile phones is leading to different kinds of Psychoneurological disorders. So the use of mobile phones is banned on the college campus during study hours. Climate change is no myth: The rate of environmental degradation in the 21st century industrial, consumerist society is alarming. The college has been consistently working towards creating and maintaining an eco-friendly and clean campus

Practice:

The clean & green campus initiative practices are as follows:

- The Eco Club of the college has taken up many cleanliness and plantation drives.
- Volunteers take proper care of the growth and survival of plants.
- The volunteers root out all unwanted weeds and shrubs around the campus regularly.
- Equipment & instruments for cleaning, uprooting, and cutting shrubs are provided by the college.
- It is a great achievement to make this campus completely plastic-free.
- Mobiles are strictly prohibited inside the campus.
- Rovers and Rangers and students enrolled with Red Ribbon Club are also frequently engaged in these clean and green drives.
- Seminars and lectures are organized by the college to sensitize the students as well as all the staff members about the environment.
- In order to create awareness among students about Botanical Name and Common Name, Botany Department has labeled the name on the corresponding trees in the college campus.
- Biodegradable waste generated in the college campus is used to make manure.
- This manure is used for the plants on the college campus.
- The college uses solar energy and practices rainwater harvesting.

Evidence of success:

- It has created awareness about environmental conservation among all students.
- It has sensitized the students and staff members about

enriching biodiversity.

- The motto of a plastic-free campus has been successfully achieved.
- The use of solar energy has reduced the consumption of electricity.
- Nameplates on trees have helped the students and staff with the scientific information required by them.

Problems encountered and resources required:

- Looking after and maintenance of newly planted saplings is a challenge.
- The paucity of funds to purchase instruments and equipment.
- Educating and motivating the students regarding the "Go Green" initiative takes time because initially, they are unable to perceive the magnitude of the problem.

Note:

- Cleaning of college campus and surroundings is a means to implement the "Swachh Bharat Mission" of Govt. of India.
- Some suggestions for future green initiatives as deliberated upon in the IQAC.
- The aim is to encourage students to become genuine agents of change, committed to treasuring the campus environment
- Initiatives within the campus: creating eco-friendly interior spaces, creating a student gardeners team, and organizing healthy competitions between departments based on green practices.

Practice-2: Installation of CCTV Cameras for surveillance in the college campus.

Goal:

- To run the smooth and secure functioning of the institution.
- To obtain a visual record of a person entering and exiting the campus.
- To avoid the threat of stealing or misbehavior in the institution.
- To monitor all entry points in a centralized manner.
- Aiding internal or external investigation regarding incidents that have occurred on the college campus

Context: The CCTV cameras surveillance are helpful to maintain discipline in the college campus.

The Practice: The displays are installed in the Principal office to monitor the activities in the college campus. It helps to run the smooth and secure functioning of the institute. It helps to avoid the happening like Eve-teasing, students rage, violence in any form, outsiders' entry and any other activity which can result in misconduct.

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

7.3 - Institutional Distinctiveness

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

Use of Advanced Technology in Academics (Online Classes during Lockdown) & Administration

Information and Communication Technology provides a basic infrastructure to develop and enhance competitiveness in the teaching-learning process. The web-based infrastructure such as the internet and email for effective communication is used. Govt. College Naura is a 'main source of learning' in the area. Students come from various socio-economic backgrounds with no access to ICT learning. They are from BPL families. The usage of ICT results in the betterment of the teaching-learning experience. It helps the students to fill up their examination forms online. Because of ICT facilities communication with Himachal Pradesh University, University Grants Commission, Directorate of Higher Education has become faster and easier. It is gradually leading to a paperless office. All students and staff-related records are kept in digital form. Students can access any college-related information on the website.

The sudden outbreak of the Corona Virus worldwide has resulted in the suspension of Conventional face-to-face Classroom teaching w.e.f. March 2020. However, classes were continued through the online mode for the benefit of the students. Zoom classes and powerpoint presentations with audio were carried out as much as possible. Classes were also conducted through WhatsApp messenger, which also acts as an instrument for

announcement and monitoring the students on a daily basis. The online system was beneficially utilized for the conduction of Mentoring Programs and other issues which may be encountered during the COVID-19 crisis. All regular students were facilitated to attend online classes by the Faculty members. Students were seen to have benefited from the online classes. The new mode of learning has opened an opportunity for the practical utilization of ICT. Students submit their Assignments online; tests were conducted more frequently online. The online classes have raised the intensity and diversity of the teaching platform.

- COVID-19 awareness activities conducted by NSS volunteers.
- Online Teaching was conducted through lectures, audiovisuals, powerpoint presentations, and zoom/Google classroom.
- Attendance was regularly maintained by teachers during online classes to monitor students' performance.
- Home Assignments were submitted by the students through online mode.
- ICT was successfully and conveniently incorporated for organizing Webinars and Extension Programs at the College, State, National levels.

Though Online Education had a number of benefits yet there were a number of problems and challenges :

- Difficulty in reaching out to more neighborhood communities due to COVID -19 norms
- Lack of education in the underprivileged community creates barriers to communication.
- Some teachers and students might also have struggled to adapt to online teaching so abruptly due to a lack of adequate digital skills.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | View File |

7.3.2 - Plan of action for the next academic year

Govt. College Naura has identified the following plans of action for the next academic year :

- To create an atmosphere for holistic development of students, faculty members and support staff.
- To facilitate continuous up-gradation of knowledge and use of technology by both the students and teachers.
- To fulfil its social obligation in terms of formal and informal education, dissemination of knowledge, organising programmes and activities for the benefit of the community and other stakeholders.
- To create awareness and initiate measures for protecting and promoting the environment.
- To encourage and facilitate a research culture by promoting interdisciplinary research both by the students and faculty members.
- To introduce some more job-oriented and skill-based courses.
- To give additional thrust to campus placement initiatives.
- To identify talent among students for various sports and cultural activities.
- Covid vaccination to all the students of the college.
- Faculty Development Programmes will be encouraged.
- Adjoining villages will be adopted for extension activities and to create awareness about burning issues like gender discrimination, sanitation and equal rights for women and marginalized sections of society, the importance of literacy and taking care of the environment.
- Faculty will motivate and guide the students of nearby schools especially the girls to join this college for getting higher education.
- To motivate the faculty to design the online activities that thrive the students to enhance their skills
- Strategies for designing online activities were developed