**Ph.: 01887-220643(O)**

 **Fax: 01887-220643**

 **E-mail: gcnayanangal@gmail.com**

 **dPqr ipMRsIpl, srkwrI iSvwilk kwlj, nXw nMgl-140126**

 **Office of Principal, Govt.Shivalik College, Naya Nangal-140126**

# The Annual Quality Assurance Report (AQAR) of the IQAC (2009-10)

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

Part – A

**1. Details of the Institution**

 Govt. Shivalik College

1.1 Name of the Institution

 1.2 Address Line 1

Tehsil Nangal

Distt. Ropar

Address Line 2

Naya Nangal

City/Town

Punjab

State

Pin Code

140126

gcnangal@gmail.com

Institution e-mail address

Contact Nos.

01887-220643

Mrs. Nirmal Gupta

Name of the Head of the Institution:

01887-220643

Tel. No. with STD Code:

Dr. S. L. Verma

Name of the IQAC Co-ordinator:

gcnayanangal@gmail.com

 IQAC e-mail address:

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

1.4 **NAAC Executive Committee No. & Date:**

EC/34/054, 04-11-2004

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no. is available in the right corner- bottom*

*of your institution’s Accreditation Certificate)*

www.gscnangal.com

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | B++ |       | 2004 | 2009 |
| 2 | 2nd Cycle |       |       |       |       |
| 3 | 3rd Cycle |       |       |       |       |
| 4 | 4th Cycle |       |       |       |       |

09-09-2005

1.7 Date of Establishment of IQAC : DD/MM/YYYY

2009-10

**1.8 AQAR for the year *(for example 2013-14)***

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

1.10 Institutional Status

✓

 University State Central Deemed Private

Affiliated College Yes No

✓

Constituent College Yes No

✓

 Autonomous college of UGC Yes No

✓

 Regulatory Agency approved Institution Yes No

✓

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

✓

 Type of Institution Co-education Men Women

✓

 Urban Rural Tribal

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

✓

✓

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

1.11 Type of Faculty/Programme

✓

✓

 Arts Science Commerce Law PEI (Phys Edu)

✓

TEI (Edu) Engineering Health Science

Management

 PGDCA, Add-on-Course in Spoken English

Others (Specify)

Punjabi University, Patiala

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

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

 Autonomy by State/Central Govt. / University

**2. IQAC Composition and Activities**

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

 01

2.3 No. of students

 Nil

2.4 No. of Management representatives

 01 Principal

2.5 No. of Alumni

nil

2. 6 No. of any other stakeholder and

 01

 Community representatives

2.7 No. of Employers/ Industrialists

 Nil

 01

2.8 No. of other External Experts

 12

2.9 Total No. of members

 nil

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders No. Faculty

 Non-Teaching Staff Students Alumni Others

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

✓

N/A

 If yes, mention the amount

2.13Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC Total Nos. International National State Institution

NIL

NIL

NIL

NIL

2.14 Significant Activities and contributions made by IQAC

 1. Deptt. Function

2. Teaching Plans

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

|  |  |
| --- | --- |
| Plan of Action | Achievements |
| Prospectus, Admissions, Time Table, Teaching Plans, Sessional Test, Cultural and Co-curricular Activities, |   |

 *\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

IQAC Comm.

✓

Management Syndicate Any other body

 Provide the details of the action taken

Part – B

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD |  |  |  |  |
| PG | 03 | 0 | 0 | 0 |
| UG | 03 | 0 | 0 | 0 |
| PG Diploma | 01 | 0 | 01 | 01 |
| Advanced Diploma |  |  |  |  |
| Diploma |  |  |  |  |
| Certificate | 01 | 0 | 0 | 01 |
| Others |  |  |  |  |
| **Total** | 08 | 0 | 01 | 02 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary |  |  |  |  |
| Innovative |  |  |  |  |

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

 (ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester | 3 |  |       |       |
| Trimester | 0 |
| Annual | 4 |

1.3 Feedback from stakeholders\* Alumni Parents Employers Students

 ***(On all aspects)***

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

***\*Please provide an analysis of the feedback in the Annexure***

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

No major changes

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

No

 **Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 18 | 02 | 16 | 0 | 0 |

2.1 Total No. of permanent faculty

2.2 No. of permanent faculty with Ph.D.

08

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asst. Professors | Associate Professors | Professors | Others | Total |
| R | V | R | V | R | V | R | V | R | V |
| 18 | 19 | --- | --- | --- | --- | --- | --- | --- | --- |

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

07

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops |   | 4  | 2 |
| Presented papers |  | 7 | 2 |
| Resource Persons |        |        |       |

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

 Use of modals and charts, discussions, quizzes etc.

2.7 Total No. of actual teaching days

181

 during this academic year

Nil

2.8 Examination/ Evaluation Reforms initiated by

 the Institution (for example: Open Book Examination, Bar Coding,

 Double Valuation, Photocopy, Online Multiple Choice Questions)

08

2.9 No. of faculty members involved in curriculum

 restructuring/revision/syllabus development

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

75%

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

|  |  |  |
| --- | --- | --- |
| Title of the Programme | Total no. of students appeared | Division |
| Distinction % | I % | Pass % |
| B.Sc.I (NM)B.Sc.II (NM)B.Sc.III (NM) | 210815 | 5.014.5-- | 20.0--20.0 | 95.088.0100 |
| B.Sc.I (M)B.Sc.II (M)B.Sc.III (M) | 080503 | --------- | -------33.3 | 10060.0100 |
| B.A-IB.A-IIB.A-III | 16693124 | ------0.8 | 03.616.113.7 | 75.993.598.4 |
| B.Com-IB.Com-IIB.Com-III | 352917 | ------------ | 17.1----05.9 | 91.496.6100 |
| M.A.I (Pol. Sci.)M.A.II(Pol. Sci.)  |  | ---- |  | 100100 |
| M.A.I(Eco.)M.A.II(Eco.) | 1011 | ------- | 50.063.6 | 100100 |
| B.C.A.-IB.C.A.-II | 3849 | ------- | 21.049.0 | 97.498.0 |
| PGDCA | 37 | 10.8 | 62.2 | 100 |

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

 Through direct interaction with the students

 **2.13 Initiatives undertaken towards faculty development**

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of facultybenefitted* |
| Refresher courses |       |
| UGC – Faculty Improvement Programme |       |
| HRD programmes |       |
| Orientation programmes | 1 |
| Faculty exchange programme |       |
| Staff training conducted by the university |       |
| Staff training conducted by other institutions |       |
| Summer / Winter schools, Workshops, etc. |       |
| Others |  |

**2.14 Details of Administrative and Technical staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of PermanentEmployees | Number of VacantPositions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 7 | 4 |       |       |
| Technical Staff | 22 | 10 |       |       |

**Criterion – III**

**3. Research, Consultancy and Extension**

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

* Well equipped Library.

3.2Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

 Range Average h-index Nos. in SCOPUS

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the Project | DurationYear | Name of thefunding Agency | Total grantsanctioned | Received |
| Major projects |       |       |       |       |
| Minor Projects |       |       |       |       |
| Interdisciplinary Projects |       |       |       |       |
| Industry sponsored |       |       |       |       |
| Projects sponsored by the University/ College |       |       |       |       |
| Students research projects*(other than compulsory by the University)* |       |       |       |       |
| Any other(Specify) |       |       |       |       |
| Total |       |       |       |       |

NIL

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

NIL

NIL

 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

NIL

NIL

 UGC-SAP CAS DST-FIST

NIL

NIL

NIL

 DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

NIL

NIL

NIL

 INSPIRE CE Any Other (specify)

NIL

NIL

NIL

3.10 Revenue generated through consultancy

NIL

 3.11 No. of Conferences organized by the Institution. NIL

NIL

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

NIL

NIL

NIL

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

NIL

3.15 Total budget for research for current year in lakhs :

 From Funding agency From Management of University/College

NIL

NIL

 Total

NIL

3.16 No. of patents received this year. NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| 0ne |  | One |  |  |  |  |

 Of the institute in the year

3.18 No. of faculty from the Institution

nil

 who are Ph. D. Guides

 and students registered under them

nil

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

0

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

0

JRF SRF Project Fellows Any other

0

0

0

3.21 No. of students Participated in NSS events:

0

University level State level National level

0

0

International level

0

3.22 No. of students participated in NCC events:

0

6

42

0

University level State level National level International level

3.23 No. of Awards won in NSS:

0

0

0

University level State level National level

International level

0

3.24 No. of Awards won in NCC:

0

University level State level National level International level

3.25 No. of Extension activities organized

0

0444

0

0

0

University forum College forum NCC

NSS Any other

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

* Career Counseling =1
* Drug abuse = 1

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facilities | Existing | Newly created | Source of Fund | Total |
| Campus area | 16.5 Acre | Nil | ------ | 16.5 Acre |
| Class rooms | 31 | Nil | ------ |  |
| Laboratories | 14 | Nil | ------ |  |
| Seminar Halls | 1 | 1 | HEIS |  |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. |  |  |  |  |
| Value of the equipment purchased during the year (Rs. in Lakhs) |  |  |  |  |
| Others |  |  |  |  |

4.2 Computerization of administration and library

 Wifi facility in HEIS block

4.3 Library services:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Existing | Newly added | Total |
| No. | Value | No. | Value | No. | Value |
| Text Books |  | ----- | 90 | 19867 |  |  |
| Reference Books |  |  |  |  |  |  |
| e-Books |  |  |  |  |  |  |
| Journals | 13 |  |  |  |  |  |
| e-Journals |  |  |  |  |  |  |
| Digital Database |  |  |  |  |  |  |
| CD & Video |  |  |  |  |  |  |
| Others (specify) |  |  |  |  |  |  |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing | 51 | 3 | Yes | 8 | 0 |  |  | 1 Edusat |
| Added | 14 | 0 | ---- | 2 | 0 | 05 | 1 | ---- |
| Total | 65 | 3 | ---- | 9+1 | 0 |  |  | 01 |

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

15 PCs Networking

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Welfare schemes such as scholarships and fee concession are given to SC/Minority/Girls Students.
2. Information for students and parent in prospectus, notices etc.
3. Co-curricular and extra curricular activities such as talent hunt, Zonal Youth Festival, Red cross festival, Inter College competition, quizzes and departmental activities.
4. Career Counselling and Placement Cell such as guidance to the students for the further studies and job opportunities.
5. Redressal of student grievances

5.2 Efforts made by the institution for tracking the progression

Personnel contact is maintained with the students.

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 609 | 78 | -------- | -------- |

5.3 (a) Total Number of students

nil

 (b) No. of students outside the state

NIL

 (c) No. of international students

5.4 Details of student support mechanism for coaching for competitive examinations

 (If any)

* No formal Coaching is provided but the students are helped by the teachers for appearing in competitive exam.
* Some extension lectures are held about career opportunities in competitive exams.

 No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

 NET SET/SLET GATE CAT

 IAS/IPS etc State PSC UPSC Others

**5.6 Details of student counselling and career guidance**

Career Counseling and Placement Cell of the college organized two Awareness Seminars

No. of students benefitted

50

**5.7 Details of campus placement** - NIL

|  |  |
| --- | --- |
| ***On campus*** | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
|       |       |       |       |

**5.8 Details of gender sensitization programmes**

**Activities-**

5.9 Students Activities

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

 State/ University level National level International level

Nil

Nil

46

 No. of students participated in cultural events

 State/ University level National level International level

Nil

Nil

Nil

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

Nil

Nil

2

Nil

Nil

2

 Sports : State/ University level National level International level

 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number ofstudents | Amount (Rs.) |
| Financial support from institution  |  |  |
| Financial support from government |  |  |
| Financial support from other sources |  |  |
| Number of students who received International/ National recognitions |  |  |

5.11 Student organised / initiatives. NIL

5.12 No. of social initiatives undertaken by the students. ONE

One blood donation camp was organized

5.13 Major grievances of students (if any) redressed:

* Safe drinking water
* Minor cases of eve-teasing were redressed

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision

The college aims to internalize among the students a strong commitment to human values and social justice and sensitize them to evolve a scientific temper and spirit, as reflected in the Motto of the college - Deh Shiva Var Mohe –Shubh Karman te Kabhu na taro- Nishche kar apni Jeet karo (Grant me this Boon, Oh God, from thy Greatness .May I never refrain, from righteous acts, may I fight without fear, all foes in life’s battle with confident courage, claiming the Victory”)

Mission

The mission of the college is to create a progressive and creative model of youth, able minded, with dynamism and ethical values; being in tune with the evolving demands of society and sensitize to regional, national and international aspirations.

6.2 Does the Institution has a management Information System

Mannual Information System

1. MIS Administrative procedures including finance

Decentralization for greater involvement of all employees is practised in our institute. Committees are formed for various activities. Their progress is reviewed from time to time and feedback from all involved determines the next course of action.

Highly qualified and experienced staff takes care of teaching. Class test, monthly test and house test keep the students on their toes. Internal assessment is based on every day class performance and appraisal.

Proctorial duties are performed seriously for peaceful & undisturbed class room teaching. Do’s and don’ts are outlined in the Prospectus only. Any aberration from the expected behavior is taken serious note of.

In order to channelize the youthful energy and tap the talent of our students, a number of activities are organized in the college. In addition to N.C.C. (Naval Wing), N.S.S., Sports, College Magazine, Departmental activities, participation in Inter- College and Intra College competitions is encouraged.

Teachers are encouraged to update their knowledge and teaching skills by attending seminars, workshops etc.

Regular rounds and meeting with the faculty are undertaken to keep the channels open for interaction and review of teaching and curricular activities.

Tutorial groups are formed for greater more intimate communication of students vs. tutors. Individual problem are heard and dealt with in tutorial group meetings.

Finance (Staff) :-

* The salary for the regular and part time staff is allocated by Govt. of Punjab and is credited to the Bank Account No. of employees
* The Guest Faculty is paid from PTA fund as per instruction of DPI Colleges.
* The Faculty of HEIS is paid from HEIS fund.

Finance (Students) :-

* The fee collected from the students is entered in the daily fee receipt register which is maintained daily by the fee clerk
* The savings pass books & Cash-Books are maintained and updated daily by the accounts branch of the college.
* The expenditure is done according to the requirements of the various departments from time to time according to Govt. and University rules and records are the maintain in the cash-books.
1. Student Admission
* Academic Calendar is provided by the Punjabi University Patiala for each session.
* An updated prospectus is printed in the month of May.
* The admission committees for different classes are formed.
* The filled admission forms for each class are scrutinized The roll no. slips are issued to the students by the fee clerk.
1. Student Records :-
* The student’s records are maintained in the Demand and Collection registered regarding their fee, fine etc.
* The daily attendance of students is maintained is class registers by the concerned teachers.
* The roll nos. of absent students are entered in the absentee – performa daily by the teachers.
* The students are fined for missing their classes according to University rules.
1. The record of student’s performance in house exam. & annual/semester exam. is maintained in the result register manually. Evaluation and Exam. Procedures :-
* For house and sessional exam. the question papers set by the internal teachers and date sheet is notified. The answer books are evaluated and records are maintained by teachers and submitted to college office from time to time.
* The annual/semester exam. is the responsibility of Punjabi University Patiala. The teachers are assigned duties like paper setting, practical examiners, invigilation, evaluation etc. by the university.
1. Research and Administration :-
* The staff is encouraged to take up the research work, attend and present papers in conferences and seminars from time to time.

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

6.3.1 Curriculum Development

 BCA was started last year

6.3.2 Teaching and Learning

 Set up Seminar room

6.3.3 Examination and Evaluation

6.3.4 Research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

6.3.6 Human Resource Management

As per Govt. rule

6.3.7 Faculty and Staff recruitment

Guest faculty/contractual staff was appointed out of PTA fund & HEIS fund.

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

* A transparent admission procedure based on merit was followed.

6.4 Welfare schemes for

|  |  |
| --- | --- |
| Teaching |  LTC, Medical Leave, Mobile allowance, Medical allowance, GIS |
| Non teaching | --- do ---- |
| Students | * SC/BC/Minority/disables students/ scholarships
* EduSat lectures.
 |

6.5 Total corpus fund generated

✓

6.6 Whether annual financial audit has been done. Yes No

Annual Financial Audit of HEIS and PTA is done regularly but for Govt. Funds the Audit is to be done as per directions of the Govt. Audit of HEIS funds has been done.

6.7 Whether Academic and Administrative Audit (AAA) has been done? **No**

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

✓

 For UG Programmes Yes No

✓

 For PG Programmes Yes No

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

 N/A

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

 N/A

6.11 Activities and support from the Alumni Association

 None

6.12 Activities and support from the Parent – Teacher Association

* Total Financial Support for appointing Guest Faculty.
* Provide partial financial support for college Annual functions and sports days.
* Suggestion from parents regarding teaching learning process.

6.13 Development programmes for support staff

None

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

* Van Mahotsav.
* Plantation on the campus.

**Criterion – VII**

**7. Innovations and Best Practices**

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

* Proctorial duties.
* Book Bank facility in some departments.

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

 beginning of the year

* New Seminar room, computer lab., and office renovation work in HEIS
* Student’s trips have been organised.

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

* Grooming the advance learners and helping week learners

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

*(See Annexure ii & iii for details)*

7.4 Contribution to environmental awareness / protection

* Van Mahotsav.
* Plantation on the campus

7.5 Whether environmental audit was conducted? Yes No

✓

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

**SWOC**

Strengths :-

* Highly qualified regular teaching faculty.
* Well stocked library with special post graduate wing.
* Well equipped labs.
* Modern computer labs..
* Language lab. with latest English language software and audio-visual aids.
* Ragging free well disciplined campus.
* HEIS with professional computer courses.
* Spacious playgrounds and courts..
* Regular supply of cool and safe drinking water for staff and students.
* Separate common room for girls with attached toilet.

Opportunities :

* UGC, NRC for staff and students.
* Multimedia system room with overhead projector .
* Add-On-Course for spoken English.



* Encouragement for Co-curricular and sports activities.
* Gymnasium.

Weaknesses :-

* Shortage of regular teaching faculty as per requirements.
* Number of posts sanctioned by the Govt. is for lesser than the number required as per UGC norms.
* Lesser number of posts as per UGC norms sanctioned by the Govt.

Challenges :-

* For English communication skills of majority of students from rural backgroun
* Due to non-availability of candidates with prescribed qualification for Guest faculty (teaching), compromise has to be made at times in the interest of student
* Funds for participation in Sports, Youth festivals.
* Departmental societi

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

* Infrastructure maintenanc
* Summer courses for Non-teaching staff.
* Purchase of new equipments for Science laboratories.
* Purchase of computers for each department.

*Name : Dr. Veena Verma Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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