

***The Annual Quality Assurance Report (AQAR)***  
**(2016-17)**

**Submitted To**

**National Assessment and Accreditation Council**  
**(NAAC)**

**By**

**Dr. P.D.B. Himalayan Government Post Graduate College Kotdwar**  
**(Pauri Garhwal)**  
**Uttarakhand**

**(Affiliated to HNB Garhwal University, Srinagar, Garhwal)**  
**A Central University**

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

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

### Part – A

AQAR for the year

2016-2017

#### I. Details of the Institution

1.1 Name of the Institution

Dr. P.D.B. Himalayan Government  
Post Graduate College, Kotdwara

1.2 Address Line 1

Degree College Road, Kotdwara

Address Line 2

City/Town

Kotdwara

State

Uttarakhand

Pin Code

246149

Institution e-mail address

Principal.gpgckotdwar@gmail.com

Contact Nos.

01382-222188

Name of the Head of the Institution:

Dr. M.S.Rautela

Tel. No. with STD Code:

01382-222188

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOCN 18879)

**OR**

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

EC (sc)/06/A&A/059 dated 01-05-2015

&

EC (sc)/06/A&A/062 dated 01-05-2015

1.5 Website address:

Web-link of the AQAR:

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C++	66.15	2004	2009
2	2 <sup>nd</sup> Cycle	B	2.07 & 2.75	2015	2020
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2015-2016 submitted on 15 JULY 2016 (DD/MM/YYYY)<sup>4</sup>
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  deemed  Private

Affiliated College Yes

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  L aw  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

H.N.B. GARHWAL UNIVERSITY  
SRINAGAR, GARHWAL

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text"/>
2.4 No. of Management representatives	<input type="text"/>
2.5 No. of Alumni	<input type="text"/>
2.6 No. of any other stakeholder and community representatives	<input type="text"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="09"/>
2.10 No. of IQAC meetings held	<input type="text" value="05"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Preparation of calendar of events.
- Gender sensitisation programme.
- Periodical Parents Teacher Association Meeting.
- Environmental awareness programme.
- To activate the carrier counselling cell to make aware students about different carrier opportunities.
- Faculty constantly strives to improve teaching and learning excellence.
- To encourage the faculty member and students to participate in seminars and conferences.

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
(i) Preparation of academic calendar of institution for quality enhancement	Prepared academic calendar for 2016-17 and monitored the curricular & co-curricular activities as per given schedule.
(ii) Recommending infrastructure improvement	(a) Computerisation of Administrative Bloc. (b) Provided computers to different

<p>(iii) To assist the principal in nominating staff in charge for all statutory positions.</p> <p>(iv) Formation and Inauguration of department Associations for the year 2016-17, timely.</p> <p>(v) Celebration and observance of nationally and internationally important days.</p>	<p>departments</p> <p>All the committees were formed and functioned effectively.</p> <p>All departments formed their Associations and functioned according the schedule.</p> <p>(a)Celebration of environment day</p> <p>(b)NSS day</p>
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*Academic Calendar of the year;- 2016-17*

**Annexure 01**

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

- The activities of IQAC are closely monitored by the principal and the AQAR has been approved by him after due inspection.

## Part – B

### Criterion – I

#### I. 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	07			
PG	16			
UG	04		02	
PG Diploma			01	
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>				
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	08
Trimester	
Annual	03

\* Annual system was for the final year class of UG .

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

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

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

In some PG programme few modifications were made.

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

No



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
71	47	23	01	

2.2 No. of permanent faculty with Ph.D.

69

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
47	12	23		01				71	12

2.4 No. of Guest and Visiting faculty and Temporary faculty

03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	27	36	09
Presented papers	27	36	09
Resource Persons	02	-	-

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

- Power point presentation.
- Continuous internal assessment method.
- Problem solving and project base learning.
- For PG students paper presentation in departmental seminar and classes on research methodology develop the research aptitude among them.
- Inter disciplinary lectures are also arranged by different departments.
- Field visits were organised by some departments.

2.7 Total No. of actual teaching days 180  
during this academic year

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

- Submission of online examination forms.
- Evaluation reforms are undertaken such as continuous internal assessment, viva on projects and seminar presentation.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 02

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A IInd sem	611					ResultAwaited
B.A II Year	447					85
B.A III Year	778					69.5
B.SC. IInd sem	488					ResultAwaited
B.SC. II Year	392					84
B.SC. III Year	591					79.18
B.COM IInd sem	204					ResultAwaited
B.COM II Year	173					95.37
B.COM III Year	387					97.15
M.A II & IV sem	342					ResultAwaited
M.Sc. II & IV sem	319					ResultAwaited
M.COM. II & IV sem	94					ResultAwaited
B.Ed.(Govt. Aide. & Self Finance)	98					ResultAwaited

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

**Monitoring and evaluation of the teaching and learning process by IQAC**

- Departmental data collection.
- Periodical meeting with HOD and faculty members to improvise academically, through various methodologies.
- Collecting student's feedback and taking action, as required.
- Creating a research environment in the institution.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	03
HRD programmes	-
Orientation programmes	04
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	12
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	06	-	-	-
Technical Staff	35	11		11

## Criterion – III

### 3. Research, Consultancy and Extension

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

- The institution has formed a Research committee consisting of 7 members to monitor and address the issue of research.
- Most of the departments have adopted the dissertation as a compulsory paper in PG. Dissertation help the students in developing interest in research and preparing them for Ph.D. research programme.
- Fellowship is provided to research scholars, by the Directorate of Higher Education, Uttarakhand.
- Do endeavours to get information about the funding agencies.

#### 3.2 Details 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	01		
Non-Peer Review Journals	01	02	
e-Journals			
Conference proceedings		01	

#### 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 organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				

Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences  
organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

07

12

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="01"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<input type="text" value="05"/>
		Any other	<input type="text"/>

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

- International Yoga day was celebrated by NSS.
- Seven days NSS special camp with focus of village development.
- Plantation drive by NFS.
- Cleanliness drive and rally under Swachh Bharat Abhiyan.
- NSS & NCC volunteers organised rallies for awareness on HIV-AIDS, Anti-Tobacco and Plastic eradication.

## 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	125000 sq.mt.	-		125000 sq.mt.
Class rooms	53	-		53
Laboratories	22	-		22
Seminar Halls	03	-		03
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	02	-		02
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others				

#### 4.2 Computerization of administration and library

- The Administrative block is fully computerised. Most of the Computer are connected with internet access facility.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	72458	-	340		72798	-
Reference Books	2207	-			2207	-
e-Books						
Journals	418				418	
e-Journals						
Digital Database						
CD & Video	06				06	
Others (specify)						



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	64	02	08			18		
Added	-	-	-	-	-	02		
Total	64	02	08			20		

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

NA
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#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	-
iii) Equipments	-
iv) Others	1.78879
<b>Total :</b>	1.78879

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

##### Contribution of IQAC in enhancing awareness about student support services.

- Enhancing social responsibility skills through extension activities.
- Problem related to discipline are solved by the proctorial board and chief proctor.
- To prevent the ragging in campus anti- ragging cell works effectively.
- The carrier counselling cell helps the students by inviting counsellors from different departments. The cell arranges the cutting of different advertisement of jobs /courses and put them on notice board.
- The faculty member's counsels and guide students during admission process about subject selection, subject options and future prospects of various subjects.

#### 5.2 Efforts made by the institution for tracking the progression

- SMS to parents /guardians
- Parents Teacher Associations Meetings.
- Counselling
- Regular meetings of student's representative of the different committees with the Principal and IQAC.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3337	1160	07	

#### (b) No. of students outside the state

75

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	1628	37		2877	63

Last Year- 2015-16						This Year 2015-16					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4127	677	61	387	-	5252	3502	629	42	324	-	4497

Demand ratio: 1:3      Dropout%: 5.00

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

Proposal regarding coaching has been applied to higher education department, approval awaited.

No. of students beneficiaries

#### 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

Carrier and guidance session was held under the carrier counselling cell. Around 100 students attended the session. Sri Nitin Pandey from NIIT was the counsellor.

No. of students benefitted

100

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	21	06	

#### 5.8 Details of gender sensitization programmes

Through debates, group discussion and guest lecturer by eminent personalities the gender sensitization programme are pursued. The women cell in the institution works effectively, for gender sensitization programme.

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	08	5940.00
Financial support from government	53	*
Financial support from other sources	09	9800.00
Number of students who received International/ National recognitions		

\* online forms are submitted by the students, to the social welfare department.

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_NIL\_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

- To start vocational courses
- Development and application of quality benchmark/ parameters for various academic and administrative activities of the institution.
- To introduce modules of value based education.
- Development and application of innovative practices leading to quality enhancement and creation of a learner-centric environment conducive for quality education.
- Work for the development of internalization and institutionalization of quality enhancement policies and practices and at the same time act as a nodal unit for augmenting quality related activities in Uttarakhand.
- To crate awareness among students in the wider context of socio-political issues.

.2 Does the Institution has a management Information System

yes

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

6.3.1 Curriculum Development

- No liberty regarding curriculum, as it is an affiliated college.
- Faculty is encouraged to become members of subjects associations through which recommendations are made to respective BOS.
- Faculty is also encouraged to become member of BOS of HNB Garhwal University and Sridev suman university.

### 6.3.2 Teaching and Learning

- ICT training to the faculty.
- Faculty member encouraged to impart the curriculum through innovative teaching methods as presentation, assignment, seminar etc.
- Guest lecturers are arranged in the college by faculty from other colleges.
- Faculty of the college is visiting other colleges to deliver guest lectures.
- Field visits were arranged by departments.

### 6.3.3 Examination and Evaluation

- Two term end examinations conducted by H.N.B.GU and two internal examinations are organised by the college in each semester.
- Fare examination system is there in the college.

### 6.3.4 Research and Development

- The institution has formed a research committee consisting seven members to monitor the research activities.
- A number of research papers are being published by the faculty members in national / international journals.
- The students of PG classes have to prepare dissertation as part of their syllabus .

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- CCTV
- Public Address System
- Well organized Library
- Book bank scheme for SC/ST and Physically Challenged students

### 6.3.6 Human Resource Management

- As the institution is purely government institution, recruitment of staff entirely depends on state governments. But in the current session three part time appointment were finalised by the institution from PTA fund in English & Music departments.
- The faculty members are encouraged to take various assignments beside teaching, to enhance their skills so as to benefit the institution.

### 6.3.7 Faculty and Staff recruitment

As it is a state Government college, affiliated with HNB Garhwal University, recruitment are made through Public Service Commission and Directorate of Higher Education Uttarakhand.

### 6.3.8 Industry Interaction / Collaboration

.

### 6.3.9 Admission of Students

Admission of students are done on basis of merit .

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"><li>• Group Insurance</li><li>• Loan facility from GPF</li><li>• Staff Club</li><li>• Teacher's Welfare fund</li><li>• Maternity leave</li><li>• Child care leave</li></ul>
Non teaching	<ul style="list-style-type: none"><li>• Group Insurance</li><li>• Loan facility from GPF</li><li>• Staff Club</li><li>• Maternity leave</li><li>• Child care leave</li></ul>
Students	<ul style="list-style-type: none"><li>• Tuition fee is waived off at UG level</li><li>• Govt. Scholarship for SC/ST/OBC students</li><li>• Poor boys fund</li></ul>

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Govt.	Yes	Internal committees
Administrative	No	Govt.	Yes	Internal committees

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

**Results are declared by the university, no involvement of the college.**

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

The university started online submission of examination application form, and online verification of forms. Results are also declare online.

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

NA

6.11 Activities and support from the Alumni Association

- Enhancing the membership of the alumni through motivation.
- Interacting with the faculty in problem solving, where necessary.



#### 6.12 Activities and support from the Parent – Teacher Association

- Funding the different educational programme of the college
- Making suggestion in the general body and executive committee meeting for the development of the college.
- Financial support to infrastructure facility
- Three part time appointment from PTA fund for session 2016-17.

#### 6.13 Development programmes for support staff

Workshops, Meetings, and discussion are held for the development of support staff.

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

- Maintenance of college garden and making the campus rich in trees.
- Plantation drives by NFS programme.
- Plantation drives by NSS volunteers.
- Plastic Eradication Campaign.

## 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.

- Online submission of examination forms for both UG & PG class has expedited the process of verification, roll list and admit card generation.
- In curricular innovations the students are encouraged to prepare projects, relating to their syllabi.
- Research work and publication of research papers was encouraged.
- A number of curricular and co-curricular activities were organised in the institution to enhance the competence of students.
- Department Associations organised different events and activities.

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

All these innovations have resulted in the improvement of overall growth of students.

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

#### **Two best practices of the institution**

**(1)**

- **Title of the practices:-** Project undertaken by NSS .
- **Goal:-** to inculcate an aptitude of community service among students.
- **The context:** - The institution lays stress on the development the complete personality of the student. with this motto the NSS unit of the college works in the village areas nearby the institution. Adult literacy, cleanliness, plantation drives, awareness programme on various social issues are raised and discussed by the NSS units in their adopted areas.
- **The practice:-** Under the able stewardship of Dr. Ajeet singh and active cooperation from other programme in charge the NSS units of the college performed a commendable job.
- **Evidence of success:-** The seven day special camp this year was conducted in which 133 volunteers participated. In this camp with the involvement and cooperation of the village peoples, many activities like rallies for cleanliness, health awareness, and plastic eradication took place.
- **Problem in encountered and resource required:-**
  1. Need for cooperation and awareness among village people about the camp activities.
  2. Inadequate fund to meet out the requirement.

**(2)**

- **Title of the practices:-** inter- faculty cultural programme.
- **Goal:-** to popularize the skill of dancing and singing among students and encourage them to participate in such activities.
- **The context :-** The team of all the faculties- Art, Science, Commerce & Teacher Education participate in the events and the *chal vajayanty (Trophy)* is given to the winner team. This tradition has been continuing for more than thirty year which is a matter of pride for the institution.
- **The practice:-** For the inter faculty cultural competition information is given to the faculties timely, so that the students can make proper preparation to participate in the competition. Judges are invited from outside the institution to maintain the transparency. This year the trophy has been won by the Teacher Education Faculty.
- **Evidence of success:-** This practice is successfully going on since more than thirty years, and providing a stage to the students to perform their talent.
- **Problem in encountered and resource required:-** The fund allotted to the events is not sufficient.

#### 7.4 Contribution to environmental awareness / protection

- Waste collection bins at prominent places.
- NSS, NCC and NFS project activities.
- Awareness programme run by NSS volunteers.
- Celebration of world environment day/water day.

7.5 Whether environmental audit was conducted?    Yes     No

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

#### ***Strength***

- Committed faculty and staff for ensuring quality in every aspect of education.
- Curricular and co-curricular programmes aimed at the holistic development of students.
- Moulding the rural and semi urban students to meet the challenge of contemporary socio- economic. Issues.
- Eco-Friendly measures are undertaken.

#### ***Weakness***

- Lack of transport facilities.
- Lack of hostel facilities.
- Research activities and consultancy needs to be strengthened .
- More efforts are to be made for entrepreneurship development.

#### ***Opportunities***

- Introduction of new vocational and value-added courses.
- Collaboration with industries to enhance new courses.
- To obtain autonomous status for the institution.
- Automation of library.

#### ***Threats***

- Students drop out rate due to financial constraints and other factors.
- Highly increasing enrolment in UG courses and inadequate infrastructure.
- Teacher- Students ratio is very wide.

8. Plans of institution for next year.

- Development of college infrastructure.
- Planning various seminar and workshop on department level.
- All important national & international day will be celebrated by debates and discussions.
- To strictly enforced the criteria of 75% attendance.
- To introduce value-added and skill based courses.

Name:- Dr. D.M.Sharma  
(HOD- B.Ed. Department )

Name:- Dr. M.S.Rautela  
(Principal)

Signature of the Coordinator, IQAC

Signature of the chairperson, IQAC

**Annexure 01**  
**(for point no.- 2.15)**

**College calendar 2016-17**

College was opened on 11<sup>th</sup> July 2016. All members of the staff were requested to strictly follow the college calendar:-

**July**

- New admission in UG and PG classes.
- Renewal of PG III semester
- Formation of College Committees
- Department's meeting with principal
- IQAC Meeting

**August**

- Formation of main time table and departmental time table.
- UG & PG teaching started after time table allotment.
- Student union election
- Formation of departmental association after student union election
- Formation of departmental activities schedule

**September**

- Teacher day/ Dr. Radha krishnon birthday was celebrated on 5 september.
- Course's updates submitted to the HODs.

**October**

- Ist internal exams of PG I & III semester .
- Celebration of Gahndhi Jayanti
- Co-curricular activities also continued in all departments.
- IQAC Meeting

**November**

- College sports meet.
- Internal exam of UG I semester
- 2<sup>nd</sup> Internal exams of PG I & III semester

**December**

- Activities under departmental association
- IQAC meeting
- Semester term end exams
- International AIDS day was celebrated and a rally was organised under the banner of NSS

**January**

- Classes started UG IInd sem and PG II & IV sem.
- College's committees meeting with the principal
- Celebration of republic day
- 7 days special camp of NSS.

**February**

- Closing programme of departmental associations
- Department's meeting with the principal
- PG. Practical's begins

### **March**

- Ist internal exam of PG II & IV sem
- Internal exam of UG II sem
- IQAC meeting

### **April**

- Celebration of students union week
- Cultural programme of the college
- Annual day celebration of the college
- Farewell functions of PG classes
- II internal exams of PG II & IV semester.
- University exam begins

### **May**

- UG term end exam
- PG term end exam
- Physical verification by different committees

### **June**

- Completion of university UG/PG theory , practical, Viva-voce exams
- Declaration of summer vacation

