Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**GOVERNMENT P. G. COLLEGE UNA**
Name of the head of the Institution	**Dr Trilok Chand**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01975226035**
Mobile no.	**9418479015**
Registered Email	**gpgcuna68@gmail.com**
Alternate Email	**gcuna-hp@nic.in**
Address	**GOVT. POST GRADUATE COLLEGE UNA**
City/Town	**UNA**
State/UT	**Himachal pradesh**
Pincode	**174303**

2. Institutional Status

Autonomous Status (Provide date of Conformant of Autonomous Status)	13-Feb-2015
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	PROF. SAT DEV
Phone no/Alternate Phone no.	01975226035
Mobile no.	9418015181
Registered Email	iqacgcuna@gmail.com
Alternate Email	gcuna-hp@nic.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.govtpgcollegeuna.in
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.govtpgcollegeuna.in/wp-content/uploads/2019/09/academic-calendar-2018-19.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.61	2016	25-May-2016	24-May-2021

6. Date of Establishment of IQAC	01-Jan-2009

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Training Programme on Online Admission	18-Jun-2018 2	35

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**No**
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	**10**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. For effective implementation of Continuous Internal Evaluation (CIE) system at the institutional level, the institute conducts one test per course per semester and performance based improvement test. The answer scripts are given back to the students after evaluation for their information, providing sufficient transparency and accountability. 2. In the last session the institution carried out online admissions for undergraduate classes. The college was the first and only institution to our knowledge that was able to successfully carry out online admission for about 3000 students.

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

Plan of Action	Achivements/Outcomes
1. For effective implementation of Continuous Internal Evaluation (CIE) system at the institutional level, the institute conducts one test per course per semester and performance based	1. For effective implementation of Continuous Internal Evaluation (CIE) system at the institutional level, the institute conducts one test per course per semester and performance based

improvement test. The answer scripts are given back to the students after evaluation for their information, providing sufficient transparency and accountability. 2. In the last session the institution carried out online admissions for undergraduate classes. The college was the first and only institution to our knowledge that was able to successfully carry out online admission for about 3000 students.

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	25-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Institution has online admission portal in which following module is included: 1) Students personal detail, academic detail, fees detail, parents detail. 2) SMS service to students and Parents. 3) Library Module. 4) Office module. 5) Statistical Interpretation of Students and Staff details.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
No Data Entered/Not Applicable !!!			

1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction

No Data Entered/Not Applicable !!!

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	EDUCATION	15/06/2018
BA	SOCIOLOGY	15/06/2018
BA	TOURISM	15/06/2018

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ARTS	07/07/2018
BSc	PHYSICAL, LIFE SCIENCES	07/07/2018
BCom	COMMERCE	07/07/2018
BCA	COMPUTER SCIENCE	07/07/2018
BBA	BUSINESS ADM	07/07/2018
BVoc	HOSPITALITY, TOURISM	07/07/2018
PGDCA	DIPLOMA	13/08/2018
MBA	HR, MKT, FINANCE, IT	13/08/2018
MCA	GENERAL	13/08/2018
MA	ENGLISH	13/08/2018
MA	POL. SCIENCE	13/08/2018
MCom	GENERAL	13/08/2018

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MCom	FINANCE	40
MBA	HR, MKT, FINANCE, IT	50
MCA	GENERAL	41

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
The Data was collected on eleven predecided parameters by asking the respondents to multiple choice questions. In these questions the respondents were asked to give choice on a scaling type of questionnaire containing options ranging from 1 to 5. After collection of the data from the respondent this data was complied statistically analysed to get an average score for each of the parameters individually where ever required a net score for the concerned staff member. The result were tabulated individuals informed of their strengths weakness so that the weak areas could be strengthened. In the case of administrative or other sectors it was decided to strengthen these areas so that the shortcomings can be overcome.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BBA	GENERAL	60	123	60
BCA	GENERAL	60	70	60
PGDCA	GENERAL	60	36	26

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3465	424	33	0	7

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
69	45	3	12	5	3

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

Students mentoring system: In order to resolve day to day academic problems of the students, mentors are appointed for a batch of 60 students, and they will counsel the respective students once in month, to solve the problems come across during their course of study. This is a continuous process till the end of academic career of the student. During the last semester of study, students are advised for higher studies along with proper career guidance. Reasonable numbers of students have secured admissions for their higher studies and they in turn guide their juniors for their prospective admissions. Goal : The objectives of the practice followed by the Institute are : • To monitor the students regularity discipline • To enable the parents to know about the performance regularity of their wards. • Improvement of teacherstudent relationship. • Counseling students for solving their problems and provide confidence to improve their quality of life. • Guiding students to choose right career path for job, higher studies, Entrepreneurship, etc Practice: 1) The teacher takes students attendance in

every class during the first five minutes and after the class enters the list of absentees in the Academic Activity Register (AAR) 2) If a student is absent for more than ten days continuously then HOD calls the parents of a student, enquires the reason and advises them to take care of their ward. 3) The Mentors prepare the attendance of every student for each section and send the information to the parents of defaulters through proper channel. 4) The Parents/Guardians of poor attendee/performance students are called to meet the mentors and corrective and preventive measures are implemented for further improvement. 5) Periodic meetings are conducted by the Principal with HODs to review the punctuality and regularity of the students. 6) Every student participates in the events conducted in the college or other colleges with the prior permission of the concerned HOD. 7) Disciplinary Committee of the college promptly curbs the indiscipline in the campus. 8) AntiRagging Committee monitors the freshers by frequently visiting the sensitive areas within the campus and outside the campus. 9) Additional duty is assigned to the faculty members to monitor the fresher's from being affected by any sort of ragging in and around the campus. 10) PTA is formed every year to bridge the gap between teachers and wards. Regular meetings are scheduled during the session. 11) College has developed online admission portal and through this portal administration send messages to Wards and students for important information like entrance exams, examinations, competitions, seminars etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3889	40	1:98

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
48	40	8	2	13

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!		

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
856	3126	27.38

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.google.com/search?q=www.govtcollegeuna&rlz=1C1CHBF_enIN841IN841&oq=

2.6.2 – Pass percentage of students					
Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.SC	BSc		296	107	36.14
BA	BA		294	83	28.23
BCOM	BCom		123	92	74.80
BCA	BCA		53	34	64.15
BBA	BBA		54	43	79.62
PGDCA	PGDCA		51	47	92.15

2.7 – Student Satisfaction Survey

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

https://www.google.com/search?q=www.govtcollegeuna&rlz=1C1CHBF_enIN841IN841&oq=www.govtcollegeuna&aqs=chrome..69i57.975j0j9&sourceid=chrome&ie=UTF-8

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
No Data Entered/Not Applicable !!!				

3.2 – Resource Mobilization for Research

3.2.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

3.2.2 – The institution provides seed money to its teachers for research,

No Data Entered/Not Applicable !!!

3.3 – Innovation Ecosystem

3.3.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
PUBLIC ADMINISTRATION	1
MBA	1

3.4.2 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	SANSKRIT	1	1.2
International	ENGLISH	1	3.0
International	SANSKRIT	1	2.3

3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
PHYSICS	1
COMMERCE	1
MATHEMATICS	3

3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
No Data Entered/Not Applicable !!!			

3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	2019	0	0	0

3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication

0	0	0	2019	0	0	0

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	18	2	1
Presented papers	1	19	0	0
Resource persons	0	2	0	0

3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
0	0	0	0

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
0	0	0	0	0

3.6 – Extension Activities

3.6.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
EQUITY INITIATIVE GRANT TO COLLEGES	GOVT. COLLEGE UNA (HP)	3	90
Rehabilitation Campaign for Prisoners	DISTRICT POLICE	1	30

3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
SWACHH BHARAT	MHRD/STATE	SWACHH BHARAT	2	20

ABHIYAN	UNIVERSITIES	SUMMER INTERSHIP PROGRAMME		
ANTI DRUG CAMPAIGN	ANTI DRUG CLUB GC UNA	ANTI DRUG AWARNESS COMPAIGN	7	50

3.7 – Collaborations

3.7.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0

3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industrial Visits	Industrial Visits for students	Nestle India, Tahliwal (Una) Ceremax Ltd., Bikaner (Rajasthan) Verka, Mohali (Punjab) HHEL, Haridwar (UK)	25/10/2018	01/11/2018	50
Industrial Trips	Industrial Trips for Students	SEBIZ Netsmartz Chandigarh Sun Arc Tech. Pvt. Ltd., Bikaner (Rajasthan) Rajasthan Data Center, Jaipur	15/10/2018	22/10/2018	37
Industrial Tours	Industrial Tours for the students	Cremica, Tahliwal (Una) Luminous, Gagret (Una)	22/02/2018	23/02/2018	115
On Job Training	On Job Training	Pentaloons Reliance Smart Chandigarh	17/11/2018	08/07/2019	55

| On Job Training | On Job Training | Ramgarh Fort Hotel Mary Land, Zirakpur | 17/11/2018 | 31/01/2019 | 56 |

3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
ANV SOLUTION	19/09/2018	INDUSTRIAL TRAINING PLACEMENTS	46

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1912805	1912805
1750000	1750000
691899	691899

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Newly Added
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL2.0Software	Partially	2.0	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12962	1910361	44	18795	13006	1929156

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional

(Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platformon which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	231	8	8	9	9	9	9	40	
Added									
Total	231	8	8	9	9	9	9	40	0

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

40 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
377116	377116	131390	131390

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website)

Physical facilities: The maintenance and utilization of the College physical facilities is carried out by the College Physical Development Committee with the head of the institution (Principal) as the Convenor. For maintenance of a clean campus environment, grade IV staffs are assigned to various jobs and duties – cleaning of classrooms, corridors, faculty room, toilets, office, library, College compound etc are done on regular basis. Skilled workers are hired for repair works relating to buildings, furniture, etc. Library: The Library Advisory Committee headed by the Principal is constituted to look into the smooth and efficient functioning of the Library. It also tackles issues relating to library facilities. There is a librarian with supporting staff to help student and teaching faculties in searching and lending books in the library. There are 13,016 Textbooks, 1,030 reference books, 80409 ebooks in the library. At the time of admission, students are issued digitized library cards which will be valid till their final semester. Internet facility is provided in the library and students can access the facility for availing eresources and other web based information. Photostat facility is also available in the library. These facilities can be availed on nominal payment with due permission from the librarian. The library is under cctv surveillance. Sports (indoor and

outdoor): The college has an excellent record in the sports arena. This year our sports persons have performed exceptionally well in the InterCollege and InterUniversity championships. The college maintained the status of being overall champion of HPU in the Men's section continually for the eighth year. The college celebrated Annual Sports Day on 1st March 2019. More than 100 athletes (men women) participated in 20 different events. Mr. Akshay Kumar and Priya both of B.A. 1st semester were declared best athletes in their respective categories. The college successfully hosted the HP University Hockey Championship (Men) held w.e.f. 01 to 03 Nov. 2018 in which 18 teams of various colleges participated and our college won the championship. The College participated in 16 sports events in men's section and seven in women's section in HPU inter College championships. It is a matter of honour that our college scored 26 (highest) points in overall tally of HPU sports activities in men's section and became the overall champion. Special appreciation is due to Sh. Nand Lal, Associate Professor of Physical Education for the tireless efforts he put in for the achievement of this feat. Mr. Ankesh, athlete of this college won two Gold medals and broke the previous record of HPU in 800 mts, besides getting a Gold Medal in 400 mts. He also got Gold in 800 mts in Under20 North Zone Open National Championship and Bronze in AllIndia National Championship. Mr. Ankesh and Navdeep also represented HPU in all India InterUniversity Championship. In AllIndia Khelo India Competition, Ankesh got Gold and brought laurels to the College as well as the State. Sahil Rana and Promod Kumar (Football), Akash Prashar and Rohit (Kabaddi), Hardik Dhanta and Aman (Judo) participated in InterUniversity

http://www.govtpgcollegeuna.in/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	FEE CONCESSION	72	98500
Financial Support from Other Sources			
a) National	8	220	2548676
b)International	0	0	0

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
HEALTH FITNESS	19/02/2018	229	PVT
SOFT SKILLS	12/04/2018	188	OWN FACULTY
LANGUAGE SKILLS	01/03/2018	312	OWN FACULTY
REMEDIAL CLASSES	02/04/2018	264	OWN FACULTY

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of studentsp placed

		students for competitive examination	students by career counseling activities	have passedin the comp. exam	
2019	NIL	0	0	0	0

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	4

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
AU Financiers, Business Development Manager at PMK InfotechPvt. Ltd. Panchkula, ICICI Bank Ltd.	60	10	Procter Gamble (PG), Accenture, Star Health Insurance Una Region, Digital Technology Solutions, HR Executive, Unichem Labo ratories, Baddi	60	6

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	2	BSC LIFE SCIENCES	LIFE SCIENCES	PUNJAB UNIV. CHANDIGARH, HPU SHIMLA	M.SC

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Athletic	National	2
Wrestler	Intercollege Championship	1
Basket Ball (Men)	Intercollege Championship	2
Basket Ball (Women)	Intercollege Championship	2
Football	Intercollege Championship	2
Hockey	Intercollege Championship	5
Kabaddi	Intercollege Championship	2
Judo	Intercollege Championship	2

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	GOLD MEDAL	National	7	1	18042,18011	ANKESH,NAVDEEP

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

The Central students association was constituted as per guidelines issued by the H.P University Shimla. Students of the CSA were made part of various clubs n societies functioning in the institution like science club, womens cell equity cell. In addition to this the CSCA all affiliated students were a major stake holder in the golden jubilee functions of the college held in Nov 2018. The president Vice president of the CSCA welcomed escorted the chief minister of the state on his arrival in the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The successful organization of the two day celebrations was a result of the efforts made by all the stakeholders in the institution however as our best practice in this event the effort put in by the OSA (old student association) stands out, they contributed a handsome amount of Rs.21 lakhs for the general welfare of the institution and one full day of the culmination celebrations was organized by the OSA. This participation of our alumini speaks of the special connect they have with the institution and it is perhaps our most cherished achievement.

5.4.2 – No. of registered Alumni:

450

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

2100000

5.4.4 – Meetings/activities organized by Alumni Association :

10

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution has a mechanism for decentralisation by delegating authority and providing operational autonomy to all the various functionaries to work towards decentralised system. The Principal delegates different academic and operational decisions by formation of different Committees headed by the Principal in order to fulfil the vision and mission of the institution. All faculty members are given representation in various committees and are allowed to conduct various programs to showcase their abilities They are encouraged to develop leadership skills by being in charge of various academic, co curricular and extracurricular activities. For effective implementations and improvement of the institutes following committees are formed: Advisory committee Helps in implementing various activities to cater to vision and mission of the institutes Discipline committee Monitors discipline amongst the students and the faculty Library committee Management of learning resources Adventure club To plan and explore new ventures Student welfare and scholarship committee Planning , execution of students welfare Academic activity and internal exams Conduct of internal and university examinations CSCA advisory Participation of the council in various college activities Career guidance and placement cell Training and placement activities Tour and travels committee Organising educational tours and industrial trainings Sports and Gymnasium Indoor and outdoor sports activities Cultural committee Planning and executing cultural activities for various Youth festivals Canteen maintenance committee Helps in maintaining food hygiene for the students Time table committee Formulating time management of students and staff In charge Rovers and Rangers Contribute in maintaining discipline UGC committee Receiving funds and mobilising them for higher education Hostel discipline committee Development of hostel to facilitate students Electricity maintenance and generator committee Management of effective electricity supply IQAC committee Builds reports to be submitted for AQAR to NAAC and assists the college in quality improvement AntiRagging committee Prevention and action against ragging cases Women cell Educating women against sexual harassment and professional learning Grievances and redressal cell Attending and redressal of students problems Magazine committee Publishing of college magazines Girls common room committee Facilitating girl students NSS officers NSS activities of the college Nodal officers RUSA fund management and examination results House allotment committee Facilitates accommodation in the college campus First aid Medical emergencies taken care off Campus development and beautification committee Maintenance of college campus NCC committee NCC unit activities Bus pass attestation committee Facilitating students coming from far off places Examination form committee Attestation of UG and PG students Internet working / Maintenance committee Maintenance of learning resources Digital screen display cell Maintenance of learning resources Swachhata abhiyan committee Development of clean environment Participative Management The institute promote the culture of participative management by involving the staff ,students and PTA (Parents Teacher Association) in various activities. All decisions of the institutions are governed by management of facts , information and objectives . the Principal, coordinators of various departments HOD's and staff are involve in defining the the policies and procedure pertaining to admission , discipline , grievances , counselling , library services etc for affectively implementing the systematic of the institute .

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Our college does not have any strategy for curriculum development as the curriculum in all the affiliated colleges of HP university Shimla is designed by the board of studies as per the UGC prescribed syllabus. Hence no changes can be made as per the discretion of the individual college.
Teaching and Learning	The college adopts an extensive strategic plan for improving the teaching and learning so that the students can come up to high standards of excellence. The advent of technology has given birth to the use of podiums and smart boards in various departments to enhance the learning skills. Periodically quiz, seminars are conducted in various departments to create confidence and create investment of time and resources amongst the students. The institution organised education tours in the field of botany and zoology to create practical awareness with transformational learning experience.
Examination and Evaluation	The institution adopts various techniques to reveal the knowledge and information insights through the process of examination and evaluation. Our institution, in order to gather evidence of quality learning has a system of class tests, assignments and centralised internal examination and external examination conducted and managed by university but organised at the college level which can help evaluate the performance of the students at various periodic levels. The step wise examination system helps the students to prepare for its final annual exam so that his progress can be evaluated in a more defined manner.
Research and Development	Asso. Prof Satdev authored a book Electricity, Magnetism and EMT and modified the text book of Mechanics. Ass. Prof D.Atlas published a book in Business law. Dr Vijay Nag was the resource person in National Conference on Economic Development of India at Chennai and also chaired the technical session at VIT Chennai. Dr Uma Rani, Dr Ruchi Sharma and Dr Raman Jaswal got

	their papers published in International Journal in their respective fields.
Human Resource Management	The teachers help in the invigilation and evaluation process of examination. The non teaching assist the sports teams for the various participations at college and university levels, teachers perform election duties and help in Swachh Bharat Abhiyan. NCC cadets help in afforestation drives in collaboration with the Forest department, rally on International Drug abuse, Human Trafficking Day and Yoga day.
Industry Interaction / Collaboration	Industry Interaction / Collaboration: Govt. College Una lays emphasis on the professional growth and development of its students and so time and again it encourages its faculty members to introduce its students with different industries for having a classified knowledge. The industrial visits during the session are as under: Name of Dept. Industrial Visit No. of Students No. of Days Collection received Expenses done MCA chandigarh, Mohali, Bikaner, Jaisalmer, Jodhpur, Jaipur 37 students 08 (15/10/2018 to 22/10/2018) 37 (Students)6(Semester)6750 (Per semester) 14,98,500/ 5,63,325/ MBA Una to chandigarh, Mussoorie, Haridwar, Rishikesh, Jim Corbett National Park Nanital 50 students 08 (25/10/2018 to 01/11/2018 50 (Students) 4 (Semester) 6750 13,50,000/ 7,71,750/ BBA Taliwal (luminous and cremica 5553 108 23022019 108 students2(1st 6th Semester) 500 (Per student) 56,500/ 7000/ BCA ICAII COMPUTER ENHANCEMENTINSTITUTE,#2266, PHASE7/ SECTOR 61,SAS NAGAR, MOHALI (P.B) 10 18032019 TO 17042019 10 students11500 1,15,000/ BBA 8 08 students 11500 92,000/
Admission of Students	This college has instituted Online admission process for admitting the students and is the only institution in Himachal Pradesh.

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

E-governace area	Details
Planning and Development	Since ours is a Govt. institution rasing under the umbrella of RUSA, the grants are received from the Centre (RUSA) and State. All planning is done in a procedural manner as per the guidelines of the Govt. All payments

	are done through PFMS (Public financial Management System) and information delivered through MIS
Administration	Govt. College Una is in the periphery of Himachal state Govt, its administration lies with Secretary Education at the Highest level, Director Higher Education and Principal at the ground level. Specific MIS is observed for effective management. All reporting and drafting from the different levels of Administration is done through EGovernance. The maintenance of online service book of each employee is in process.
Finance and Accounts	The college has an online admission system, thus all finances are maintained under E banking system and connected with Govt. funds. Funds for the growth and development of the institution are received from RUSA and State Govt. through Govt. treasury Ekosh.
Examination	The college is affiliated under HP University, Hence follows the pattern of examination designed by HPU. College conducts an internal system for every department to evaluate the students on the basis of attendance, seminar, presentations etc. and assign Internal Assessment to each student, centralised house examination is carried for the sake of internal assessment. Practicals are conducted by different departments as per the syllabus assigned by HPU. End semester and Annual Exam is conducted by the HPU and organised in the college

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	0	0	0	0

6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

	organised for teaching staff	organised for non-teaching staff				
2019	ONLINE ADMISSION TRAINING	ONLINE ADMISSION TRAINING	16/06/2018	18/06/2018	33	10

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
1.Orientation program at Panjabi University Patiala. (Rakesh Kaundal, Ass. Prof.)	1	25/05/2018	16/06/2018	22
2.Refresher course in English at Panjab university Chandigarh (Raman Jaswal, Ass. Prof.)	1	01/02/2019	21/02/2019	21
3.Refresher course in Life Sciences and Biotechnology at JNU New Delhi. (Kiran Kumari, Ass. Prof.)	1	08/10/2018	02/11/2018	26
Refresher course in Indian Language	1	01/02/2019	21/02/2019	21

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
A number of welfare schemes were taken up in the present session such as up gradation of staff rooms for the teaching	Considerable welfare of non teaching staff was also introduced by an increase of salary, increase in maternity and	Few exemption to needy students was provided from grant in aid and few scholarships was also disbursed.

staff, renovation of residence of hostel warden, office of NCC officer etc. Maternity and paternity leave for self financing staff was also increased, hike in annual salary was also mad.	paternity leave and annual motivation award for the best worker was also given to enhance efficiency.	

6.4 – Financial Management and Resource Mobilization

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

The financial management of Govt. College Una is checked with the process of internal and external financial audits regularly. Committee checks are exercised duly by stock verification after which the college bursar checks the bills and then forwards it to the Principal for a further check. Local audits by chartered accountants, state audit and Central audit agencies also check the financial accuracies.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
DONATIONS AND PTA FUND	3229896	For welfare of students Campus beautification Repair work Construction of new toilet in BCA block Remuneration /salary of PTA staff Golden Jubilee celebration

6.4.3 – Total corpus fund generated

3229896

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	By Director of Higher Education	Yes	Principal
Administrative	Yes	By Director of Higher Education	Yes	Principal

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

1. Financial support – Grant in aid for welfare of students and campus beautification. 2. Development of PTA block, and construction of new toilet in BCA block. 3. To employ teachers, help desk for the students clerk appointed and funded by PTA.

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

> 1.Training to support staff regarding online admission process given by Ass.Prof Gaurav Ass.Prof Sumit. 2.Training program for income tax online submission rendered by the faculty of Deptt. Of Commerce. 3.Support staff motivated for higher studies and also e learning .

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

> 1. ADOPTION OF CBCS PROGRAMME FOR TEACHING BY THE COLLEGE. 2. ONLINE ADMISSION OF STUDENTS STARTED W.E.F 201718. 3. MIS STARTED IN THE INSTITUTION.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Training Programme on Online Admission	18/06/2018	18/06/2018	19/06/2018	35

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
LECTURE ON FEMALE HEALTH	19/09/2018	19/09/2018	250	80
LECTURE ON GENDER EQUITY	20/11/2018	20/11/2018	300	100

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
NIL

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	No	0
Ramp/Rails	Yes	2
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	Yes	2
Special skill development for differently abled	No	0

	students						

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	2	1	31/12/2018	888	NSS CAMP	COMMUNITY LINKAGE SERVICE	600

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Various activities on world nutrition day poster making, painting, poster making and debate	05/09/2018	05/09/2018	45

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

1. A large scale beautification of the college campus was carried out in the college. During the past year around 1000 flowering herbs were planted on the campus and landscaping done for beautification of the campus. 2. NSS volunteers and students of the college carried out plantation on campus in collaboration with the forest department in which trees were planted to make campus green. 3. Rally by students of various streams including those belonging to MBA and MCA on world AIDS day and world environment day. 4. Under the Swach programme cleanliness drives were undertaken in the institution with participation of all the students of the college. 5. Metal plates bearing the botanical names of most of the trees, shrubs and herbs planted in the campus were installed to increase awareness among the students regarding the nomenclature of flowering plants.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. In the last session the institution carried out online admissions for undergraduate classes. The college was the first and only institution to our knowledge that was able to sucessfully carry out online admission for about 3000 students, this included uploading of documents, sending messages of confirmation to students through SMS and online fee payments. The fact that the institution is now at par with all other leading colleges of the country in this aspect has been our biggest achievement in this session. 2. The year past has been a inportant one for the college since it reached a milestone by celebrating the golden jubilee year of its establishment in the month of November of 2018. The successful organization of the two day celebrations was a result of the efforts made by all the stakeholders in the institution however as our best practice in this event.the effort put in by the OSA (Old Student

Association) stands out, they contributed a handsome amount of Rs. 21 Lakhs forthe general welfare of the institution and one full day of the culmination celebrations was organized by the OSA. The participation of our alumini speaks of the special connect they have with the institution and it is perhaps our most cherished achievement.

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

http://www.govtpgcollegeuna.in/

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

As a government institution the basis aim of this service institution is to provide affordable higher education to students coming from all strata of society. The fact that the institution is located ion the national highway and close to a railway station provides it excellent connectivity. A very large number of students commute daily for their studies and the facility of bus passes provided to them by the college reduces the financial burden of this daily travel greatly. It is because of this reason that we have a good number of students commuting to our college daily. The Location of the college near a large industrial hub has enabled us to launch various job oriented programmes at the U/G and P/G level at present the college is sucessfully running BBA, BCA, MCA And MBA courses and the college was one of the institutions chosen for starting the B. Voc programme at U/G level giving additional trust to vocationalisation of education in the institution.

Provide the weblink of the institution

http://www.govtpgcollegeuna.in/

8.Future Plans of Actions for Next Academic Year

1.THE COLLEGE WILL BE MADE WIFI ENABLED. 2.PROVISION FOR RAMP MAY BE KEPT IN BUILDINGS DESIGNED IN THE FURURE. 3.THE IQAC SHOULD COLLECT YEARLY REPORT FROM ALL THE ACTIVE COMMITTEES BEFORE FILLING UP OF AQAR.