



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Govt. P.G. College Una
• Name of the Head of the institution	Dr. Trilok Chand	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	01975226035	
• Mobile no	9418479015	
• Registered e-mail	gcuna-hp@nic.in	
• Alternate e-mail	gpgcuna68@gmail.com	
• Address	Govt. PG College Una HP	
• City/Town	Una	
• State/UT	Himachal Pradesh	
• Pin Code	174303	
2.Institutional status		
• Affiliated /Constituent	Affiliated	
• Type of Institution	Co-education	
• Location	Urban	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	Himachal Pradesh University Shimla				
• Name of the IQAC Coordinator	Asso. Prof. Satdev				
• Phone No.	01975226035				
• Alternate phone No.	01975226035				
• Mobile	9418015181				
• IQAC e-mail address	iqacgcuna@gmail.com				
• Alternate Email address	gcuna-hp@nic.in				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.govtpgcollegeuna.in/wp-content/uploads/2021/07/AQAR-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.govtpgcollegeuna.in/wp-content/uploads/2022/02/Academic-calendar-2020-21.jpeg				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.61	2016	25/05/2016	24/05/2021
6.Date of Establishment of IQAC			01/01/2009		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Govt. P.G. College Una	RUSA	Centre+State Govt.	2020-21	? 1,00,00,000	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	05	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. The repeated proposal of IQAC was fulfilled by the Department of Commerce by organizing, a multidisciplinary National Seminar (Online). 2. The process of digitization and automation of library was initiated on the recommendation of IQAC Committee. 3. The IQAC Committee suggested and a successful vaccination drive was organized, keeping in view the covid-19 situation. 4. The administrative process for installation of Solar panels was initiated on the recommendation of IQAC.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
<p>1. Preparation of academic calendar & Formation of various administrative committees. 2. Proposal for organizing regional/National/International conference preferably department wise. 3. Proposal for development of Herbal garden as per advisory of NAAC guidelines to make the Bio-Science students have a practical knowledge about medical plants. 4. Proposal for upgrading the library by introducing digital cataloguing as well as data entry. 5. Proposal for teaching schedule for slow learners as well advances learners after the house exam. 6. Keeping in view the COVID situation, a vaccination drive to be organized in the college campus. 7. Proposal for setting up a virtual classroom. 8. Proposal for fixing a turf in the college basketball. 9. Proposal for students parking area for the forthcoming session. 10. Proposal for adopting & setting energy efficient solar panels in the college campus. 11. Proposal for upgrading of administrative office.</p>	<p>Various administrative and other committees were constituted for the smooth and decentralized working of the college. The committee applauded the efforts of Deptt. Of Commerce for organising inter-disciplinary National Seminar (online) in first week of July 2020 which the IQAC continually proposed for in the previous session. The process of digitalization & automation of library was reported to have been started by the Library Committee. Students/stakeholders satisfaction survey was successfully conducted. A timetable schedule was prepared for various departments in r/o slow & advanced learners by classifying the students in respective areas on the basis of house exam result. A successful vaccination drive programme was organized in the college on 28th June for the benefit and wide coverage of college students. The college authorities collaborated with the health department for this drive. The administrative process for installation of solar panels was initiated by o/o Principal Govt. College Una</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>No</p>
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	30/01/2020

Extended Profile**1. Programme**

1.1	11
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Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2. Student

2.1	3491
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Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	296
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3	855
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Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	62
File Description	Documents
Data Template	View File
3.2 Number of sanctioned posts during the year	50
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	42
4.2 Total expenditure excluding salary during the year (INR in lakhs)	95.12300
4.3 Total number of computers on campus for academic purposes	231
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>At the beginning of academic session staff meetings are held to evolve strategy to implement curriculum which is being planned at HP University level. Before these staff meetings all departments of institution conduct their own department meetings to discuss drawbacks or improvements if required in framing syllabi on the basis of feedback given by students of previous session. Various committees has also been formed for the smooth conduction of academic activity throughout the year. As senior members of staff from the college or nearby colleges act as member of Board of</p>	

Studies of HP University, they are communicated these drawbacks /suggestions to make syllabi effective. All teachers plan their strategy to deliver curriculum in effective manner in terms of coverage of curriculum, remedial help to needy students, checking their depths of knowledge by oral and written class tests, mid term examinations etc.

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

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

The college formed an academic calendar at the beginning of the session. However, due to the covid-19 the mode of various events and activities held was changed to online as per the instruction given by State Govt. The instructions as given by the Department of Higher Education and district administration received from time to time were kept in mind while changing the schedule of academic calendar. However, it is tried best to follow academic calendar while organizing different activities in the college during this session.

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

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

C. Any 2 of the above

Courses Assessment /evaluation process of the affiliating University	
File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded
1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
11	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
Zero	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
Zero	

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

The courses in Govt. College una are affiliated to HPU as well as HPTU, therefore curriculum is strictly followed as per the syllabus prescribed by these universities. However, each program contains few courses which are related to above issues. There is an AECC course of Environment Science in each of the UG program. Also business administration courses has one courses called Business ethics included in both UG as well as PG program.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

03

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

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

100

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	Nil
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may

B. Feedback collected, analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.govtpgcollegeuna.in/wp-content/uploads/2022/02/1.4.1..pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

3491

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

3491

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college admits students from various socio-economic backgrounds. The college conducts every possible measure to assess the learning levels of its students. The students are counselled, guided and oriented at the time of admission to make them aware about

the course, mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. The list of courses, curricular and co-curricular activities, rules and regulations, facilities available etc are also published in the college prospectus which is provided to the students before the beginning of academic sessions. At the beginning of each course teachers assess the learning levels of the students in the class, their knowledge about the course and accordingly special programmes for advanced learners and slow learners are planned. Remedial and extra classes are conducted for advanced and slow learners. After the completion of syllabus, subject classes are also repeated for slow learners and late admissions. In the CBCS system, students are required to select course subjects based on their core competence, aptitude and skills. The teachers from all departments counsel the students regarding the scope of different courses being offered as well as provide guidance in relation to the student's aptitude and competence. Opportunity is also given to the students for changing their options if they are not able to cope with the courses they selected. Teachers remain available in college to clear the doubts and counsel the students even on a one to one basis. Advanced learners are encouraged to become class mentors .

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

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

Number of Students	Number of Teachers
3491	62

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Govt. Degree College Una always encourage student-centric learning through various methods such as brain storming group discussions,

quiz competitions, presentations and project work in participative learning and problem solving methodologies. Regular participative activities viz., group discussions, projects, field visits, educational tours, seminars, extension lectures are organized in the college and the students actively participate in these activities within and outside the college. Students are given individual projects and class assignments for focusing on self study and to encourage independent learning. Different student support systems are available in the college like Library, Computer Lab, Reading Room, ICT based classrooms (Smart Classrooms). Students are trained for Basic Life skills such as First Aid, Self Defense, Swachh Bharat Summer Internships, and Personal Hygiene and Sanitation. Beyond the classroom, college gives high importance to all-round development of students through extra-curricular, co-curricular and field based activities. The objective of student centred activities outside the classroom is to engage students as much as possible in learning procedures that require more than reading or viewing the material. These activities play an integral role in allowing a switch over from absorption of information while learning during academic sessions and creating a safe space to relax, interact, collaborate, think out of the box, nurture their talents and leadership capabilities. To increase the concentration in various activities, the college has framed many committees and clubs including the Cultural Committee, Sports Committee, Canteen Committee, Career counselling cell, the Debate Committee and Red ribbon club. Both intra and inter-college sports competitions are organized, where students exhibit talent in variety of games, to foster spirit of togetherness and leadership. In order to inculcate human values, ethics and social responsibility, students are encouraged to participate in activities.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Faculty members of the college use ICT technology to improve the teaching and learning process. Different softwares available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, computer/laptops/tablet systems are used in the

classrooms. You- Tube, E- mails, Whatts App group, Telegram, Zoom and Google classrooms, WISE app, College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. These applications are also used to provide online education during the covid-19 situation. Wifi facility is also available in the campus for the students and staff. The library also provides access to computers and online journals freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads. Xeroxing facility is also available in the library. Hostels are also equipped with computer labs and Wi-Fi facility to encourage learning.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

54

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	No File Uploaded
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

62

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

19

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

62

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal assessments and internal practical tests are conducted at appropriate time with respect to calendar of examinations fixed by

the Himachal Pradesh University. Date sheets and notifications of Internal assessment is circulated in classrooms, displayed on notice board and uploaded on official website of the college. The teachers help students in grasping the correct essence of the questions asked, wherever such an inquiry is raised. If any tabulation error is found or is communicated, necessary corrections are duly made by the concerned and correct information is passed to the university accordingly. Due care is taken and track is maintained till completion of assignments.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Most of the grievances related to the examination are received after declaration of results by HPU Shimla. The errors in their results like marks of the internal assessment, attendance sheets, error in the bio-ata etc. are immediately addressed, corrected and quickly disposed for onward submission to university by the convener examination committee. Each and every superintendent and staff members concerned are instructed for due care and cooperation for the quick disposal of student grievances at their respective quarters. Where ever deemed necessary, the relevant documents/testimonials are submitted through the candidate personally or through their parents to Coordinator Examination for speedy Redressal of the issue. The close and continuous communication is maintained by the Coordinator Examinations with the university authorities for speedy disposal of queries, explanations and doubts if any. As per internal practical tests are concerned, if any student pin points any academic discrepancy viz a viz conduct of tests, the concerned teachers wholeheartedly show their concern and attention is given to the student grievances.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Govt College Una has stated its learning outcomes, various attributes which are integrated into the assessment process in its syllabi that is clearly publicised through its website and other documents. The syllabus of each programme provides clear information about core courses, generic elective courses, fundamental courses, discipline specific courses and also the learning outcomes of different programmes. The syllabus also provides information about scheme of instruction and evaluation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The college has a systematic process of collecting and evaluating data on programme and course outcomes, for which the assessment includes the following; Assessment for the course-level is done via continuous assessment having a particular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used, as per the norms of the H.P. University. The evaluation is rigorous. It is done by totalling the marks acquired by the students in their corresponding Course Outcomes & Internal Assessment Besides, weightage for the end semester Examination (written examination /lab examination) depending upon course type is also used for the process.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

year	
612	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil
2.7 - Student Satisfaction Survey	
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)	
http://www.govtpgcollegeuna.in/wp-content/uploads/2022/03/SS0-2020-21-Responses-2.7.pdf	
RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of teachers recognized as research guides (latest completed academic year)	
3.1.2.1 - Number of teachers recognized as research guides	

00

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Govt College Una has created an ecosystem for innovations and has taken certain initiatives for creation and transfer of knowledge by developing desirable human resources, taking care for creation and dissemination of knowledge and establishing state of the art infrastructure. The college has established a Career & Guidance Cell which looks for the opportunities in the area of research and innovation both by the teachers and students as well. Whereas on the one hand the Faculty members are encouraged to undergo professional development programmes and to organize and participate in conferences, seminar and workshops, on the other hand seminars and workshops are organised for students. Due to the Covid-19 pandemic when the teachers could not physically attend Seminars, Conferences, Workshops, Orientation Programs and Refresher Courses, they were motivated to participate in online programs for the updation of their existing knowledge which ultimately helps in increasing the

knowledge of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year**3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year**

04

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards**3.3.1 - Number of Ph.Ds registered per eligible teacher during the year****3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year**

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year**3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year**

15

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

01

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The College regularly conducts the extension activities in the rural areas such as in villages and among weaker sections of the society. These programmes aim to connect the Higher Education Institutions with the society. This will transform the outlook of the students and inculcate leadership and social and moral ethics in the youth and other people of society. They will prove good administrators, good humans with good moral behaviour and responsible citizens in future. Such citizens help in Nation building. At the same time the needs of the society and the needs of the downtrodden sections are fulfilled.

The NSS units could not conduct the activities due to pandemic, but some extension activities conducted in the session of 2020-21 are as under:

During COVID-19, the NCC cadets of 6 HP (I) COY NCC of the college under the initiative, Exercise NCC Yogdan, worked for relief work

and helped in the functioning of various agencies involved in fighting the outbreak.

Online International Yoga Day was celebrated on 21st June 2020 by the NCC cadets of the college. On this the cadets motivated and involved their families and the people from their societies to be the part of Yoga celebrations enhanced their knowledge about the benefits of Yoga.

All the cadets of the college registered from Govt College Una For UNICEF YuWahh Initiative. The India chapter of Generation Unlimited -Yuwaah is a multistakeholder platform that prepares young people to transition from education and learning to productive work and active citizenship. By 2030, in India YuWaah aims to:- Build pathways to aspirational socioeconomic opportunities for 100 million young people, facilitate 200 million young people to gain relevant skills for productive lives and the future of work and partner with 300 million young people as change makers and create spaces for developing their leadership. By focusing on engagement, learning, skill development and employment of young people, YuWaah aims to support a generation of empowered, young change makers in India.

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

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

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

13

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

130

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

05

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has procured adequate infrastructure and various physical facilities with financial assistance received from state and central government under RUSA grants. In addition to these funds repair work and recurring expenses are met by the college administration by utilizing the funds from various financial heads like A/F, PTA and Self finance etc. Grade- IV employees are assigned duties for cleaning of classrooms, corridors, faculty rooms, toilets, office, library and College compound etc on regular basis. Skilled workers are hired time to time for the repair work related to buildings and, furniture etc. A detailed handbook of information is uploaded on the college website regarding online admission process, fee structure, the subjects offered, rules and regulations of the college for academics, sports and co-curricular activities.

On the commencement of new academic session, the department wise time table, notices and academic calendar for co-curricular activities conducted by sports, NCC, NSS, Rovers and rangers are uploaded on college website. Various student readdressal cells such as Anti Ragging, sexual harassment cell, Career Guidance, and Counseling Cells are also functional in the college. The helpline numbers of various committees are displayed at many locations of the campus. The institution has well equipped physics, chemistry, botany, zoology, geography, computer, language labs, conference halls and smart classrooms installed with facilities of Projectors, digital podiums CCTV cameras and latest software's. A well equipped library with 13782 Textbooks, 1030 reference books, 80409 e-books and 3828 e-journals are available for readers along with Internet facility to access the e-resources and web based information. Photocopy facility is also available in the library. The library is under CCTV- surveillance.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

Basket Ball Court, Badminton court, Handball court, kabaddi mats are used for outdoor games and sports. The Multipurpose gym is equipped 10 station multi gym, Treadmill, Cycle, Open weight-lifting platform weight lifting sets, Cross fits, dumbbells and plates. It remains open from Monday to Saturday from 7.00 to 9.00 in the morning and 5.00 to 7.00 in the evening with two Instructors. The Yoga Centre is also available for the staff and hostel students. Music department is well equipped of vocal and instrumental section for cultural events with Sitar, Sarod, Harmoniums, Synthesizers, Pads, Tabla, Guitars, Punjabi Dolak, Yamaha keyboard, Mangiras, Electric Ragni, CD Player Music system with speakers. After assessing the requirements as per university schedule for inter-college championships /events for the session, the purchase committee invites e-tenders/ quotations/ Gem for the purchase of sports/ music equipments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

14

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

94.98300

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Name of ILMS software SOUL-2

Nature of automation (fully or partially) **PARTIALLY**

Version **2.0**

Year of Automation **2009**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

35100

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

50

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

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

The College has separate broadband connections in the Office of the Principal and 08 -different computer labs of different courses including BCA and MCA labs having bandwidths of more 50 MBPS with the scheme of monthly unlimited data accessibility. The broadband connection enables Wi-Fi availability in all departmental computers and can be accessed throughout the entire college campus with the passwords. All departments are equipped with computer, printer and LCD projector or digital podium facility and broadband internet connection. The regular maintenance and up-gradation of computers and related accessories is done by the local vendor as and when required. E-books and E-resources are available for student access in the college library. The college has online admission software and website which is regularly updated to provide online access of information, notices, events, feedback collection, online learning facilities for the students and all stakeholders.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

231

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS
--	--------------------

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

94.98300

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The various physical facilities like canteen, common room for girls, potable drinking water, toilets, free-parking, electric lights, fans, and generator for continuous electric supply are provided by the college. As per need and requirements for maintenance of physical, academic and support facilities requirements are given by respective committee members keeping in view the need and interest of students for up-gradation of the facilities in institution proposals are given to purchase committee then after financial sanction is taken from the Principal-cum-DDO of the college for the purchase of articles like Equipments in the labs, books for the library, furniture for the classrooms, computers, digital teaching aids and sports materials are purchased after completing the desired codal formalities of purchase by utilizing various central and state

government grants and the college funds. Documentation regarding purchase and payment of all articles and utilization of various funds in this respect is done centrally by the college office as well as the concerned departments.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

298

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

78

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

E. none of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

15

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

15

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

26

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

06

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Due to covid-19 there were no physical activities were performed during the year 2020-21.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Yes, the institution has registered alumni association. Every alumnus cherishes the time he or she has spent in college and our college has been one such source and inspiration for all the students who have passed out from this campus. An old Student Association (OSA) was formed in the college in the year 2005. The main objective of the Association is to work in close association with the college authorities for the overall development of the college. Since its registration The Annual General Meeting of the association is held every year. All the valid members of the association are intimated of the meeting. The members of the association are actively contributing in terms of funds as well as suggesting measures to better the teaching-learning atmosphere in the campus. Their role as a liaison between the college and the society is also acknowledged.

However for the year 2020-21 due to covid-19 pandemic situation no collection was done during the year from Alumni Association

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

VISION OF THE COLLEGE: To devise system that strives for an emancipatory education which shapes objective, motivated, emphatic, unprejudiced and enlightened being.

MISSION OF THE COLLEGE: The mission of Govt. P.G. College Una (H.P.) is to serve the cause of education with grit and vigour and to reach out to students from diverse background. To equip the students with higher knowledge, lifelong learning skills and groom them into responsible citizens in order to be relevant to the ever-evolving world of science and aesthetics. Endeavour to impart dialogic and participatory education to encourage, entice and temper with the help of class room lectures and modern curricula. Enable the students to evolve into unprejudiced yet competitive individuals to productively serve the society.

The college is committed to follow the vision and mission statement of the institution in letter and spirit; in words and deeds. Various committees are formed comprising members of the teaching and non-teaching staff to achieve the desired ends of the college. These committees are instrumental in the execution of different academic, curricular, co-curricular and extracurricular events of the college with the active involvement of students. The heads of the departments and in-charges of different committees and clubs/societies ensure the completion of the assigned tasks. The administration headed by the Principal provides necessary encouragement to them and supports them at all levels. The decisions taken by them are given due cognizance by the Principal. An environment of equity and participative management is established to conduct college affairs in a smooth and satisfactory manner.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The Higher education department gives sufficient freedom to the Principal, who is the academic head of the institution to work and perform in order to fulfil the vision and mission of the institution. Academic responsibilities are fairly divided among all the staff members. Committees are appointed for the various academic, co-curricular and extra-curricular activities to be conducted in the course of the academic session. The list of committees is displayed at the beginning of the year on the staff notice-board. The college has made its administration more

decentralized and participative through involvement of all stakeholders in the decision-making process and execution of the decisions taken. For this the Principal does not take any decision at his/her own, rather relevant committees are constituted for every work or assignment. The committees are headed by senior faculty members who are the experts of the relevant fields. The principal works at the suggestions of the committee members. Students' involvement is also ensured through their participation in the committees. This has brought about considerable efficiency, transparency, accountability, and responsiveness in the college functioning.

1. There is an advisory committee and an IQAC committee in which all the important decisions regarding the functioning of the college are taken with the participation of the HODs, conveners of different committees and the staff members. The College has constituted several committees like Anti Ragging Committee, Grievance Redressal Cell, Internal Complaint Cell, Career & Guidance cell, College Societies, RUSA Committee, Library Committee, Hostel committee etc. to effectively implement the plans and decisions taken by the Advisory and IQAC, keeping students at its focus of attention.

Participative decision making with Stakeholders: IQAC, being the core of the college functioning acts as an effective interface between the administration, parents, alumni, and students through Parents-Teachers' Association (PTA), Old Students' Association (College OSA) and Students' Central Association (CSCA).

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college adopts an extensive strategic and perspective plan for improving the teaching and learning in the institution 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.

Teaching and Learning: The University follows an academic calendar

for all its academic activities. The students are provided course outlines and course schedules prior to the commencement of the academic session. The University makes all possible efforts to complete the curriculum within the stipulated time frame and calendar. Periodically quiz, seminars are conducted in various departments to create confidence among the students. The college ensures to shift the teaching learning process from teacher centric to students centric. Subject experts are invited for specialized inputs on for the benefit of the students from time to time. This year particular arrangements were made for the conduct of Online classes in the form of smart classrooms and arranging other necessary logistics.

Examination and Evaluation: The college has an effective examination and evaluation system to assess the learning level of the students. The final examinations are held as per the schedule of the affiliating university. A House examination committee works in the college to conduct Mid Term Examinations (MTEs) in the college. The MTEs help the teachers to identify Advanced and Slow Learners in their classes and accordingly special efforts are made in keeping in view the requirements of students.

Research and Development: Special efforts are made to promote Research and development activities in the college. The college ensures to conduct seminars and conferences from time to time to promote research and developmental activities among the teachers and students. In addition to this special guest lectures are also arranged to provide necessary know how for this.

Library, ICT and Physical Infrastructure/ Instrumentation: The college constantly and continually expands and upgrades the physical infrastructure from its own funds and from the funds received from State Govt under various heads and components. The College has an advanced Library and E-Learning Center which caters to the needs of all the students. The library is equipped with SOUL software and is connected to INFLIBNET. The digitalisation work of the college library is already under process. The college is committed to improve the teaching-learning process with modern aids. It has created smart-class rooms with Wi-Fi connectivity, LCD projectors and digital podiums with latest technology.

Human Resource Management: The college is committed to make best use of human resources and for which necessary training programmes are organised for both teaching and nonteaching staff. The teachers also attend various in-service programmes such as Induction and Orientation programmes and Refreshers courses for building and

enhancing the capability of the staff members. Special vaccination Drive was organized in the college with the collaboration with the state Health department for offline classes amid the threat of COVID-19.

Industry Interaction/ Collaboration: The college has a Training and Placement cell which works for building Academia-Industry collaboration in the college. Various job fairs help the students look for job related opportunities in the college. Various guest lecturers from the people from Industry are organised in the college to help the students know the skills required by the industrial units.

Admission of Students: The admission criterion is based on the percentage of marks obtained by the applicants in the 10+2 level for UG programs and in Graduation for PG courses. The reservation policy is followed strictly. In this way the admission process followed by the admission process followed by the college is transparent and impartial.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Appointment and service (R&P) rules of the institution are as laid down by the govt of Himachal Pradesh and as amended from time to time. The Recruitment and Promotion Rules for the staff are formed for efficient management of administrative work and proper functioning of the Institution. The appointments of teachers are made by Himachal Pradesh Public Service Commission (HPPSC) and of non-teaching staff by Himachal Pradesh Subordinate Service Board (HPSSSB).

Our College is governed by Higher Education Department of Himachal Pradesh Govt., which has the responsibility to take care of all the colleges in the state. However, the administration of Govt. Degree College Una is the responsibility of the Principal who is directly accountable to the Department of Higher education.

Principal- The Principal is involved in overlooking the implementation of various plans in the College. He ensures that regular day to day operations are properly conducted, through feedback from conveners, teaching and non teaching staff.

Heads of Departments- The Heads of Departments ensure that the plans communicated to them by the Principal are implemented systematically. **Committees-** Committees for various curricular, co-curricular and extra-curricular activities are constituted at the beginning of the academic session. These committees are assigned the tasks according to the institutional plans, for the diverse activities that ensure the overall development of students. **Various Committees-** Examinations, Scholarships, Purchase, Discipline, Sports, Admissions, Library, Hostel, Women cell etc. All these committees are headed and convened by senior faculty members and act collectively to achieve the desired ends.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Being a Govt. college, the college offers the following welfare schemes for all its employees as per govt directions. Summer and winter vacation is provided to the teaching staff as per govt norms. The order regarding vacation schedule is issued by the higher education department, which is strictly followed by the college. The government has provided Group Insurance scheme and Accidental insurance scheme for the Staff (Teaching and Non -Teaching) of the College. This helps the staff at the time of need. Maternity leave (180 days) and paternity (15 days) leave is provided to all employees of the college. There s a provision of GPF/CPF and PF (Provident fund) for the employees of the college. Medical bill reimbursement facility is also available for the employees of the college. Earned leaves, Casual leaves, Medical and Special leaves are also provided as per state govt norms. As one of its welfare measures, faculty members have been provided accommodation in the college campus (16 numbers) by the college administration, whereas the nonteaching staff has been provided four staff quarters in college campus.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

22

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

There is a solid Performance Appraisal System for both teaching and nonteaching staff of the college which is done through Annual Credential Report (ACR) of the teaching staff and nonteaching staff.

The ACR of the teachers is based on the API Based proforma as given in UGC Regulations. This ACR reflects the details of refresher and orientation courses attended by someone and also tells about the workshops, conferences, seminars attended and guest lecturers/ key note addresses etc. delivered by a teacher during a particular period as it is deemed mandatory for promotion to the next grade. The stock of a teacher's performance also takes into account the involvement of the teacher in curricular, co-curricular and extra-curricular activities. The evaluation of courses taught and average number of lectures delivered in work load in a week are also computed. Due consideration is given to the evaluation of innovation for special contribution made by the teacher. The involvement in the welfare of students and community work is given due weightage for monitoring performance. During appraisal the teacher is given opportunity to pen down any special achievement made by him/her in the field of his subject that can enrich his overall performance record. Teacher is given opportunity to note down the difficulties that he/she is facing while discharging his assignment. Not only this, his valuable suggestion/ measures are also sought for evaluating his observations for the betterment of Institution. The principal then grades the teachers on the overall report and recommends higher authorities for further necessary action. The ACR's are sought at every step of up gradation/ next promotion during one's service.

Performance Appraisal for non-teaching faculty is done through ACRs which are verified by the Principal and then are sent to higher authorities. The complaint of the involvement of the employee in an unpleasant activity, if any, is also reflected in the ACRs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Financial audit of the accounts is an important process and is strictly followed by the Government College Una. Committee checks are exercised duly through stock verification after which the college Bursar verifies the bills and then forwards it to the

Principal for further checking. In addition to the local audits by chartered accountants, State and Central audit agencies also check the financial accuracies. The college undergoes an external audit conducted by higher education department and AG office. They verify and confirm all finance related documents. Report of audit is submitted to higher education department and AG office. In case of any query, documents are sent to college for clarification. All the financial processes in the college are strictly monitored by the principal. The copies of the audit are also preserved in the college for future record.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0.21120

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The college ensures that Optimum use of the funds is made as per the rules and Regulations of the state govt. and is subjected to audit by the government audit authorities. Within the Institution funds are mobilized on need basis keeping in view the interests of the students and institution. These funds are utilized for the benefit of students and for meeting other expenses in the welfare of the college. To ensure the optimum of these various college development and purchasing committees are framed from time to time which execute the necessary works and utilize the funds accordingly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

In order to enhance the quality of the institution in all spheres, various quality assurance strategies have been initiated by the IQAC of the institution which are as below:

All the faculty members are motivated to participate in Orientation and refresher courses; Workshops, Seminars and conferences related to the teaching-learning process and to involve actively in research activities.

Teachers with Ph.D are also encouraged to act as research guides and external experts for the research scholars of different institutions.

Teachers are also supported and encouraged to participate in examination and evaluation processes by setting of question papers and examination and evaluation duties.

The poor and needy students are provided with financial aid out of the college local funds.

The IQAC also provides necessary guidance and internet facility for the students to avail various scholarships.

The college also provides platform for the students to participate in Intra- College and Inter -College level debates, quizzes, and other competitions and seminars etc.

Several skill and ability enhancement courses have been introduced for various subjects and students are free to choose any one as per their will in the respective stream.

Regular meetings of IQAC are conducted under the chairmanship of worthy Principal with the fixed agenda and suggestions are sought from all the members of IQAC for improvement and better

implementation of curriculum.

All the teachers are encouraged to use audio-visual aids, charts, models etc. for effective teaching-learning processes.

Almost all the laboratories are provided with charts, models etc for effective teaching- learning process.

There are LCDs and digital podiums in many classrooms of the college which help in greater teaching and learning outcome.

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

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

The institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some of activities of IQAC in this regard are:

1. Students feedback on faculty, teaching-learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students feedback is conducted as per the following norms:

a. All the students are allowed to give feedback on faculty, teaching-learning process and evaluation criteria so that actual picture is ascertained.

b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.

c. The whole process is being operated through IQAC and no other faculty member is involved in this process at any stage.

2. Academic monitoring: The academic monitoring in r/o the regularity and punctuality of classes is done through routine visits of the Principal and HODs to the classes rooms.

3. Remedial Classes: The teachers conduct remedial classes for the

students who do not show better results. Revision classes are also taken for the benefit of students wherever needed.

4. Syllabus Monitoring: The worthy Principal (Chairman IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the quantum of syllabus covered so that the prescribed syllabus is completed within stipulated time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.govtpgcollegeuna.in/wp-content/uploads/2021/07/AQAR-2019-20.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equity and sensitization starts with empowering women by educating them. Education enhances their prospects of gaining

financial independence and further strengthens their position in decision making roles, with assertiveness, both inside and outside their homes. Therefore, as per the HPU admission norms to encourage girls to seek higher education our college provides fee concession as is evident from the fee structure attached herewith.

Fees_Structure_BA_BCom_BSc.pdf to girls of Himachal Pradesh and also relaxation in upper age limit for admissions to various courses.(as given in college prospectus attached at point 7.1.10).) It is pertinent to mention here that the strength of girls enrolled in college during 2020-21 was more than that of boys, despite lockdown due to covid. girls enrollment.pdf Girls' participation in sports events, NCC and NSS events see equal participation from boys and girls. Lectures are organized very frequently from women administrative officer, doctors, police officers lawyers on themes of women empowerment, and gender equity and sensitization very frequently.

The college has a well maintained girls common room with a dedicated standing committee to oversee and supervise its upkeep and maintenance.

Besides, there is a women cell to regularly counsel girl students, address their complaints regarding any problem, relating to safety, security, any kind of harassment. An annual report regarding harassment complaints if any or nil as the case maybe is sent by college to the higher authorities on an annual basis.nil complaints.pdf

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

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

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

None of the above.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	No File Uploaded

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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

This year many extracurricular activities could not be organized due to pandemic and lockdown. Yet the college clubs and societies along with NSS and NCC undertook efforts jointly to organize and celebrate the following event as and when it was possible. Since NSS boys and girls units of the college under the guidance of NSS Programme Officers coordinated with various departments for organizing these. Like the Constitution Day, AIDS Day, International Womens Day etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

By organizing activities in online and offline mode (when possible) like celebrating the Constitution Day, activity for raising awareness regarding voting rights awareness, our duty to live in harmony with environment by organizing plantation drives and cleanliness drives, raising awareness about gender issues during International Womens Day Celebration. NSS boys and girls units of the college under the guidance of NSS Programme Officers coordinated with various departments for connecting with students across different departments for the purpose.

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

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

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

This year many extracurricular activities could not be organized due to pandemic and lockdown. Yet the college clubs and societies along with NSS and NCC undertook efforts jointly to organize and celebrate the following event as and when it was possible. Since NSS boys and girls units of the college under the able guidance of NSS Programme Officers coordinated with various departments for organizing these. Like the Constitution Day, AIDS Day, International Womens Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1. Title of the Practice

Adopting online and blended mode of imparting education in times of pandemic- "unprecedented measures taken during unprecedented times"

2. Objectives of the Practice

To stay connected with the students and carry on with the academic activities so that their academic interests and future/ career prospects are not harmed due to COVID19 pandemic outbreak and ensuing lockdown,

3. The Context

A vast majority of our students come from rural areas and lower income group. Their access to internet and smart devices is limited and is marred with varying socio-economic difficulties. To get in touch/connect with them after sudden lockdown and then get them onboard for e-learning and adopting remote learning was quite challenging.

4. The Practice

In a very short span the teachers gathered the phone numbers of their respective students from admission data, formed Whatsapp groups to stay connected and immediately started with taking online classes. This remote learning process was unique and innovative for both students and teachers. The two sides continually experimented with various apps like Zoom, Google Meet, you tube channels and you

tube live links, Google classroom etc. to find a zone that the student would adopt with enthusiasm. The main constraint was enthrusting students to connect remotely with teacher. Besides during online classes it was sometimes difficult to assess if the student was actually paying attention to the ongoing lesson/lecture.

5. Evidence of Success

Despite lockdown and presence of students being completely prohibited in campus, all the departments were able to finish syllabus well in time with the help of online classes only. When college reopened in January 2021, offline house tests could be held only because syllabus was completed. The percentage of students who appeared for these house exams and their scores indicates that remote teaching practices adopted by teachers and that despite lockdown, neither the studies and the nor the enthusiasm of the students suffered.

6. Problems Encountered and Resources Required

The main problem was internet connectivity issues and lack of latest/updated smart devices with the students especially girl students. Better internet connectivity and access to smart devices is required for economically backward students.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

In the year when the world was struggling with COVID 19 pandemic and the lockdown and the civil administration of district Una requested for volunteers to assist in various activities. Our college NCC students rose to the occasion and provided different kinds of help. Of special mention are the exercise NCC Yogdaan and the online program "Young Warriors" for training NCC cadets in Covid management activities. During exercise Yogdaan (from 8th Aril to 16th May

2020)and the helped in the following activities:

- Helped the civil administration in spreading awareness about COVID and its precautions.
- Assisted traffic police in managing vehicular movement.
- Helped in maintaining social distance in market places during curfew relaxation.
- Distributed masks among general public
- Assisted in distributing ration in slum areas and rural areas.

The assistance provided in managing COVID 19 SOPs by the college through its NCC students in the unprecedented times was highly appreciated equally well by locals as well as the local administration.

Some pictures of our students on duty are proudly attached herewith.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Following proposals have been put forth before the Office of the Principal as plan of action for next academic year.

1. Proposal for fixing a turf in the college basketball court.
2. Proposal for students parking area for the forthcoming session.
3. Proposal for adopting & setting energy efficient solar panels in the college campus.
4. Proposal for upgrading of administrative office.