



## YEARLY STATUS REPORT - 2022-2023

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	Government College Una
• Name of the Head of the institution	Dr.Satish Kumar Bansal
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01975226035
• Mobile No:	9418461977
• Registered e-mail	gpgcuna68@gmail.com
• Alternate e-mail	gcuna-hp@nic.in
• Address	Govt.College Una, On Una-Nangal Highway
• City/Town	Una
• State/UT	Himachal Pradesh
• Pin Code	174303
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)																		
• Name of the Affiliating University	Himachal Pradesh University Shimla/H.P.Technical University Hamirpur(H.P.)																		
• Name of the IQAC Coordinator	Puneet Prem Kanwar																		
• Phone No.	01975226035																		
• Alternate phone No.	9418025946																		
• Mobile	9418025946																		
• IQAC e-mail address	iqacgcuna@gmail.com																		
• Alternate e-mail address	gpgcuna68@gmail.com																		
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2023/08/21673-AQAR-2021-22.pdf">https://www.govtpgcollegeuna.in/wp-content/uploads/2023/08/21673-AQAR-2021-22.pdf</a>																		
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes																		
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2023/08/Academic-Calendar-2022-23-gc-Una.pdf">https://www.govtpgcollegeuna.in/wp-content/uploads/2023/08/Academic-Calendar-2022-23-gc-Una.pdf</a>																		
<b>5.Accreditation Details</b>																			
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B+</td> <td>institutional score 76.75</td> <td>2006</td> <td>02/02/2006</td> <td>01/02/2011</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.61</td> <td>2016</td> <td>25/05/2016</td> <td>24/05/2021</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B+	institutional score 76.75	2006	02/02/2006	01/02/2011	Cycle 2	B	2.61	2016	25/05/2016	24/05/2021
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to														
Cycle 1	B+	institutional score 76.75	2006	02/02/2006	01/02/2011														
Cycle 2	B	2.61	2016	25/05/2016	24/05/2021														
<b>6.Date of Establishment of IQAC</b>	01/01/2009																		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>																			

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	GENERAL BUDGET	DIRECTOR HIGHER EDUCATION SHIMLA	2022	18267000
Institutional 1	SCSP BUDGET	DIRECTOR HIGHER EDUCATION SHIMLA	2022	20000000

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>	<b>16</b>		
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>		
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded		
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>		
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>			

<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>
<p>? A two week technical workshop organised on IOT from 10th October 2022 to 22nd October 2022 and also organized a Faculty Development Programme for teaching and non-teaching staff of the college on April 1st &amp; 3rd, 2023 in collaboration with MCA department. ? Department of English organised an online two days International Conference on "Exploring Digital Humanities: Challenges and Opportunities" in collaboration with Madan Mohan Malviya Technical University Gorakhpur, Uttar Pradesh and The Achievers foundation for</p>

English Studies (TAFES) on 10-11th December 2022. In which 250 participants from the various states of India and 5 from other countries participated ? Conducted a seminar on New Education Policy 2020, on 9th March 2023 and 03.04.2023 to prepare an effective road map for the implementation of NEP in which Prof. Kuldeep Katoch & Prof. Chaman Banga and Prof. S.P.Bansal, Vice Chancellor from HP University delivered lectures as resource persons. 34 officials/33 officials respectively from the college and the Principals of the 7 colleges of Una district also attended the seminar. ? Seven MoUs have been signed between The Government College Una and various manufacturing units, consultancy firms, finance companies, management organisations and R & D laboratories for strategic development, to organise seminars, workshops, industrial visits and placement drives for the students. ? The Government College Una hosted a Rozgar Mela "Unnati-2023" during academic session 2022-2023, in which around 22 companies took part, about 200 job aspirants joined in, out of which 57 were selected for jobs in different organisations.

**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
Collection and analysis of feedback	The feedback from all the stakeholders like students, parents and alumni taken along with a comprehensive students' satisfaction survey for the session 2021-22 carried out and analyzed for quality assurance.
Formation of Clubs and Societies.	Constituted 19 Clubs and Societies constituted in the college and enhanced extracurricular activities in the campus
Mentor- mentee groups and COs, POs & PSOs	Instituted various mentor mentee groups. Prepared programme outcomes, programme specific outcomes and course outcomes and uploaded on the college website. Prepared a comprehensive lecture plan for all courses in each degree programme
Adoption and Dissemination of	The college has made the

<p>the best practices</p>	<p>decision to provide assistance to those students who are unable to pay for their education. In order to fulfill this objective, the college has used money from its PTA fund to provide assistance. An initiative have been taken by the MBA students of our college which mainly aims to promote the products which are made in rural areas by the Self-Help Groups so as to increase their demand in the market and further creation of an E-Commerce platform for the same to raise their demand and increase attention of the people towards 'Vocal for Local'. Coordinating with National Rural Livelihood Mission Staff at District Level &amp; Block Level: To ensure seamless collaboration and efficient implementation of projects. Capacity building and skills enhancement initiatives such as soft skill, languages, communication, ICT and yoga are taken by the institution</p>
<p>Periodical conduct of Academic and Administrative Audits</p>	<p>Carried out the Green Audit, Energy Audit and Academic Audit of the College by the panel constituted consisting the external experts of the affiliated government department</p>
<p>Conferences, Seminars, Workshops and Faculty Development Programmes</p>	<p>A two week technical workshop was organised on IOT from 10th October 2022 to 22nd October 2022 in collaboration with MCA department. Department of English organized an on line two days International Conference on "Exploring Digital Humanities, Challenges and Opportunities" in collaboration with Madan Mohan</p>

Malviya Technical University Gorakhpur, Uttar Pradesh and The Achievers foundation for English Studies (TAFES) on 10-11th December 2022. In which 250 participants from the various states of India and 5 from other countries participated. A seminar on NEP was organized on 9th March 2023 in which Prof. Kuldeep Katoch & Prof. Chaman Banga from HP University delivered their lecturer as resource person. 34 officials from the college and the Principals of the other colleges of the district Una, also attended the seminar. Organized a Faculty Development Programme for teaching and non-teaching staff of the college on April 1st & 3rd, 2023.

Career Counseling, Placement and MoUs

Career counseling session for recruitment in Air Force as Agniveers was organized in the college on 22nd Nov. 2022 in which about 120 students participated. Warrant Officer, Subhash Sahoo and Sargent Santosh Kumar from Airmen Selection Centre Ambala delivered a talk about the selection process as Agniveers in the air force. Career counseling session organised for the students on 3rd March, 2023. Counselors from Chitkara University guided the students about their future career prospects. Campus Placement Drive for the students of B.Sc.(IT), BCA and MCA by Pisoft Informatics Pvt. Limited. On 22nd March, 2023 Organised Career Counselling Session &

	<p>Student Industry Interaction by Air India Sats on April 10th , 2023 Campus Placement Drive along with Career Counselling Session for the recruitment of Fashion Consultant cum Management Trainee and Visual Manager by Myntra on April 18th ,2023 Campus Placement Drive by EDU PACE UNA on April 25th, 2023 Seven MoUs have been signed between The Government College Una and various manufacturing units, consultancy firms, finance companies, management organisations and R &amp; D laboratories for strategic development, to organise seminars, workshops, industrial visits and placement drives for the students. The Government College Una hosted a Rozgar Mela</p>
<p>Digitalization and Automation</p>	<p>Efforts are continued for up gradation of Wi-Fi facility and internal connectivity in the campus. Purchased 19 computers consisting 8 for digital section of library</p>
<p>Celebration of the important National and International Days</p>	<p>National Constitution Day was celebrated on 26th Nov.2022. Nation Pollution Control Day was celebrated on 1st Dec, 2022. Mathematics Day was celebrated on 22nd Dec 2022 by the Mathematics Club National Science Day celebrated by the Science Society of this college on 28th Feb, 2023. An essay writing competition, Science quiz was organized on this occasion. The World Consumer Rights Day was celebrated 15th March, 2023 in which Sh. Darshan Kumar &amp; Dr. Balwinder Singh Rana</p>

	<p>delivered experts talk on consumer protection rights. International Women's Day on 13th March, 2023 celebrated jointly by Women Cell, Red Ribbon Club, Youth Red Cross Club, NSS and NCC unit of the college. World Water Day was celebrated through the Eco Club on 22nd March, 2023 Shaheedi Diwas was celebrated through the Patriotic Club on 28th March, 2023</p>
Conduct of live project for MBA students	<p>Live project Him Gau Utpad was organized in collaboration with MBA department from 1st October to 24th Oct. 2022 to understand the power of innovation and skills required for entrepreneurship and to develop the sense of responsibilities toward the nature.</p>
Social and Administrative Collaboration	<p>A voter's registration camp was organized on 6th October 2022 for the registration of students who have attained the age of 18 years.</p>
Seminars on NEP 2020 were organised	<p>Two seminars were organised on dated 09th March 2023 under the chairmanship of Dr. Kuldeep Katoch (H.P. University) and on dated 03.04.2023 under the chairmanship of Dr. S.P. Bansal, Hon'ble Vice Chancellor, H.P. University Shimla regarding the implementation of NEP 2020 and how far we are ready to implement it. Principals from all the colleges of Distt. Una and teachers from host college and neighboring colleges actively participated in this seminar and expressed their views.</p>



<b>13. Whether the AQAR was placed before statutory body?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-22	20/01/2023
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>Government College Una has implemented the choice-based credit system (CBCS) in its undergraduate programs since the 2013-14 academic session and the post graduate CBCS system from 2022-23, in accordance with the directives of H.P. University. This system grants students the freedom to select their preferred combinations of courses from a variety of available programs, adhering to the guidelines and syllabus set by Himachal Pradesh University.</p> <p>In a bid to enhance students' options, the college collaborates with HPKVN to provide multidisciplinary add-on courses that are accessible to students from all academic backgrounds. Expanding the range of multidisciplinary and interdisciplinary courses is a key priority for the college in the upcoming academic session.</p> <p>In pursuit of this goal, the college intends to introduce a wide array of skill enhancement courses, generic elective courses, and ability enhancement courses, all of which will be open to all prospective students. The institution already offers multidisciplinary courses like environmental studies and MIL (English, Hindi, and Sanskrit) to cater to the diverse interests of its student body.</p> <p>Furthermore, under a self-financing scheme, the college offers courses such as BBA, BCA, PGDCA, MBA, and MCA, which are available to students from any academic discipline. The college is also considering the introduction of short-term and vocational courses designed to equip students with the skills needed for self-employment, reducing their reliance on government jobs.</p>	

Starting from the next academic session, the college plans to expand the range of interdisciplinary courses available during the admission process, enriching the educational offerings and broadening students' perspectives. Government College Una is committed to providing a comprehensive and well-rounded education that prepares students for a wide range of career opportunities and fosters entrepreneurship.

#### **16.Academic bank of credits (ABC):**

As recommended by the National Education Policy 2020, the academic bank of credit is a service that is available to college students in all undergraduate and post graduate degree programs on the lines of the National Academic Depository through Himachal Pradesh University, Shimla, which is accredited with an A grade by NAAC and Himachal Pradesh Technical University, Hamirpur on boarded institution for ABC service of Govt. of India. A majority of students except new entrants of Government College Una have registered to avail the facility of online centralized system under audit trail management for accumulation, redemption and accounting of credits awarded. In due course of time ABC will ensure mobility, academic flexibility and will allow the students of this college to choose their own learning path. Our college students have the valuable opportunity to utilize the Academic Bank of Credit services through two esteemed institutions: Himachal Pradesh University in Shimla, which has received an A-grade accreditation from NAAC, and H.P. Technical University in Hamirpur.

#### **17.Skill development:**

The Government College Una is promised with its vision to enhance the vocational education based on skilled as proposed in New Education Policy focus on employability and acknowledges the role of education in providing students with the right skill sets. Therefore, the college strives to instill a positive attitude and makes every effort to cultivate goodness in its students. Student mentoring is also part of our practice through skill enhancement courses in every UG and PG Degree programme, giving students the opportunity to explore future career paths and aims to empower students to explore potential career pathways after graduation and maximize the benefits of their education.

Currently, the college successfully runs undergraduate vocational degree programs in Retail Management and Hospitality and Tourism in accordance with UGC and Government of Himachal Pradesh guidelines, along with affiliation from Himachal Pradesh University, Shimla, since 2017. These programs are divided into two components: the

general component, which follows the regulations of the affiliating university and state government, and the skill component, overseen by the respective sector skill council of the Government of India. The general component focuses on soft skills development, while the skill component emphasizes practical skill development in labs/classrooms and on-the-job training (OJT) as per NSQF requirements, encompassing various skill levels as mandated by the government.

An initiative is underway to engage industry experts, the National Skill Development Council (NSDC), and college alumni to create a unified platform for learners. This platform will involve mapping their skills and certifications. The courses will be offered in a hybrid mode, incorporating both online and offline components.

In an effort to enhance students' employability, the college plans to collaborate with different higher education institutions through Memorandums of Understanding (MoUs) to participate in skill development initiatives. This collaborative approach will further enrich the skills of students at Government College Una and make them more competitive in the job market.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

All knowledge is intertwined with word - the language. In order to make the human beings think in proper way, good grounding in language is needed. Therefore, language education has been considered to be integral part of education system in the college. The Government College Una is situated in an orbit of Punjabi, Hindi and Pahari inhabitants. So the Multi-lingual methodology of teaching learning is used for communication and imparting the knowledge among students for better understandings. Department of Hindi and Sanskrit are providing the specialization in these languages and literature. The college magazine also provides platform for vernacular languages like Sanskrit and Pahari dialects as different sections. The curriculum design in Bachelor Degree Programme for Music vocal and instrumental imparts knowledge on Hindustani and folk music. The institution gives emphasis and appreciation to activities of Indian cultural and ideologies. Him Gau Utpad drive organized in collaboration with MBA department from 1st October to 24th October, 2022 to develop a sense of responsibilities toward the nature and importance of Indian art and culture.

To enhance language education opportunities, we have shared a comprehensive list of UGC-approved online courses in various Indian

languages through SWAYAM Portal on our college website, providing a valuable resource for students. Additionally, we are committed to documenting and preserving traditional knowledge to develop tailored plans and initiatives.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Many graduates of our college have achieved notable success in various fields, including politics, administrative services, and education, both at the central and state government levels. It's worth noting that a significant number of our faculty members are also alumni of our institution. Outcome-based education is education in which an emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they entered in the job market. To fulfill the objectives of outcome - based education the faculties are playing roles as mentor, trainers and instructors. Mentor -mentee groups have been made for all the degree programmes. Under this practice the institutions is focusing on developing life skills as well as professional and vocational skills beside the set curriculum by organizing workshops, seminars and assigning projects. Preparing a detailed lesson plan with programme outcomes, programme specific outcomes and course outcomes is a continue exercise of the college. OBE is a theory of education which characterized as no single style of teaching or learning is sufficient to achieve the goals. This institution have opted a comprehensive assessment system to evaluate the performance of the students with a set format in curriculum, designed by the parent university. The closer we can bring the students to the problem, both inside and outside the classrooms, they will be in better position to find alternative solutions of the problem under study. So the case study, project based method and flipped classroom method with new inputs became an integral parts of the teaching learning in college.

We are actively engaged in enhancing job-oriented skills in various disciplines, with a particular focus on improving communication, information and communication technology (ICT), and providing practical field exposure. Plans are underway to adapt our lectures and curriculum to align with the skill requirements of both industry and government.

To facilitate this ongoing effort, our Internal Quality Assurance Cell (IQAC) devises a flexible implementation plan at the commencement of each academic session. Each department is responsible for executing this plan effectively for the benefit of

our students. The outcomes of this plan are routinely evaluated through feedback from both students and faculty members, and necessary adjustments are made to meet evolving needs and standards. This iterative process ensures that our educational programs remain dynamic and responsive to the changing educational landscape.

## **20.Distance education/online education:**

Amidst the challenges posed by the COVID-19 pandemic, our institution recognized the pivotal role of online and distance education. Both educators and students swiftly adapted to a range of online educational tools, including platforms like Google Meet, Teachmint, Microsoft Teams, Zoom, YouTube, and WhatsApp groups. These platforms became the primary means for conducting teaching and learning activities. Additionally, tasks related to examinations, admissions, class tests, seminars, and more were efficiently managed through online channels. Our institution also maintains an admission portal, streamlining the admission process for all its programs.

Faculty members actively participated in various online/offline programs, such as faculty development initiatives, workshops, seminars, and conferences to keep themselves updated. Simultaneously, students were engaged in cultural exchange programs organized by various departments within the college.

Our goal is to collaboratively design a curriculum for mutual learning, with implementation slated for the upcoming academic session beginning in 2023-24. The institution plan is to promote an optimum combination of modern and traditional teaching-learning methods and tools in due course of time. Notably, our college had already forged an MoU with IIT Bombay for spoken tutorial courses, providing our students with opportunities to pursue various online certificate courses through this program.

Our institution's commitment to embracing technology-enabled learning aligns with the guidelines and mandates outlined in the National Education Policy of 2020 (NEP-2020) and time to time survey data on NEP 2020 are collected both from the students and faculty. We are taking proactive measures to involve more educators and students in contributing to and participating in ICT-enabled distance and online education in the future.

## **Extended Profile**

### **1.Programme**

1.1

511

Number of courses offered by the institution across all programs during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1		<b>4014</b>
Number of students during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
2.2		<b>2158</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
2.3		<b>937</b>
Number of outgoing/ final year students during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		<b>70</b>
Number of full time teachers during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
3.2		<b>77</b>
Number of Sanctioned posts during the year		

File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	50
4.2 Total expenditure excluding salary during the year (INR in lakhs)	48758504
4.3 Total number of computers on campus for academic purposes	247

## 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

Government College Una (HP), affiliated with HP University, adopts university-designed syllabus and curriculum.

\* Various Committees were formed for execution of various activities in college.

\*Academic Calendar of college was prepared by IQAC committee in cohesion with Academic calendar of H.P.University and directions of Department of Higher Education.

\*Academic session began with thorough discussion of syllabus and allocation of workloads among teachers according to UGC Regulations 2018.

- Annual lesson plan and pedagogy was developed by each Department
- Time table Committee developed time-table for each department of college in consultation with HODs.
- Dissemination of information: The information about academic calendar, lesson plans, timetables, educational resources were

shared through notice boards, college website and WhatsApp groups etc.

- College employs a blend of traditional and ICT-based methods, utilizing advanced infrastructure such as science labs, Wi-Fi, Smart Classrooms, language labs, IT labs.
- College Library offers online and offline learning resources for effective curriculum delivery, hard copy of books and research journals, e-books & e-journals accessible through <https://nlist.inflibnet.ac.in/>.
- Various co-curricular activities were organized.
- Feedback mechanism is established for all stakeholders to address concerns about the efficient delivery of the college's curriculum

#### File Description

#### Documents

Upload relevant supporting document

View File

Link for Additional information

[https://newadmission.govtpgcollegeuna.in/media/documents/Prospectus\\_2022-23.pdf](https://newadmission.govtpgcollegeuna.in/media/documents/Prospectus_2022-23.pdf)

<https://hpuniv.ac.in/syllabus.php>

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/li-q5rfTra5yZNDLemcd019mwxeqCygSk/view?usp=sharing">https://drive.google.com/file/d/li-q5rfTra5yZNDLemcd019mwxeqCygSk/view?usp=sharing</a>

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

Academic calendar of the college is prepared in sync with the academic calendar of Himachal Pradesh University, Shimla and adheres to the directions of the Directorate of Higher Education from time to time. The admissions, exams and evaluation schedules are



prescribed on University calendar. The university also creates a calendar for extracurricular, cultural, and sporting events. In addition, the department of Higher Education publishes additional vacation schedule. The IQAC committee of the College follows these schedules and prepares Academic Calendar of the College before the commencement of each academic session and then is disseminated through the Prospectus, Notice Board, Website, Whatsapp groups, and social media. It includes schedule of admissions, duration for subject combination changes, teaching process etc. along with the schedule for significant events such as CSCA elections, PTA general houses, CCA tests, Annual athletic meets, Sports activities, Cultural events, Vacation schedules, and tentative exam Schedules. Student's progression in the academics is monitored by the teachers and IQAC committee. Continuous Comprehensive Assessment (CCA) contributes 30% of the final grade and the remaining 70% is assessed through End term examinations conducted by the University. The CCA Assessment constitutes of three distinct components-15% CCA exam, 5% attendance, and 10% assignments.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://newadmission.govtpgcollegeuna.in/media/documents/Prospectus_2022-23.pdf">https://newadmission.govtpgcollegeuna.in/media/documents/Prospectus_2022-23.pdf</a> <a href="https://hpuniv.ac.in/syllabus.php">https://hpuniv.ac.in/syllabus.php</a> for Additional information <a href="https://newadmission.govtpgcollegeuna.in/media/documents/Prospectus_2022-23.pdf">https://newadmission.govtpgcollegeuna.in/media/documents/Prospectus_2022-23.pdf</a> <a href="https://hpuniv.ac.in/syllabus.php">https://hpuniv.ac.in/syllabus.php</a>

**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.**

**A. All of the above**

Academic council/BoS of Affiliating University  
 Setting of question papers for UG/PG programs  
 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  
 Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

356

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

356

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Since HPU and HPTU are both affiliates of Govt. College Una, the curriculum is rigorously adhered to as per the syllabus set forth by these universities. Each programme does, however, provide a few courses that are relevant to the aforementioned problems. The college's numerous course offerings incorporate interdisciplinary topics related to professional ethics, human values, the environment, technology and management and sustainability into their curricula. The BBA and MBA programmes both include professional ethics. Additionally, several college organizations including the NCC, the NSS, the Rovers and Rangers, and the Women's Cell perform a variety of extracurricular activities in this respect. To help the students comprehend how to behave towards other individuals and institutions in a business context, the teachers employ projects and case studies. Professional ethics seminars are held by the college's Training & Placement Cell. The college also organizes field work, community outreach, and gender sensitization events in addition to participatory activities including declamation, poetry reading, poster-making. To raise awareness of nature and instill human values, NSS, NCC, and Eco Club organize a variety of events in the institution, such as blood donation drives, tree planting campaigns, road safety programmes, Earth Day, and other celebrations. Environment Studies has been added to the first-year curriculum as an Ability Enhancement Compulsory Course (AECC) in accordance with the new UGC guideline. Environmental issues are covered in the language, political science, economics, zoology, and botany curricula. The MBA and MCA departments oversee the organization of technical workshops and orientation programmes.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

8

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

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

260

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

### 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students  
Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://docs.google.com/spreadsheets/d/1COIaGRP4tYjR4BhW9TFh6ajEY1fjTIl3K3wMd7GYvYo/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1COIaGRP4tYjR4BhW9TFh6ajEY1fjTIl3K3wMd7GYvYo/edit?usp=sharing</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

**4024**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

2207

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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 organizes an orientation programme for UG and PG students at the beginning of new session. In addition to the normal classes, remedial classes on the subject's fundamentals are offered, usually during free time for the slow learners. Along with links to YouTube, PowerPoints, audio recordings, etc., the teacher also gives handwritten notes and Xeroxed lecture scripts to the students. Peer learning is encouraged and students are taught by students themselves. Each professor interacts with the students in their class to determine who the slow and fast learners are. Face to Face communication is an important aspect of teaching and learning and to strengthen it our faculty entertains students even after classroom hours. Students are encouraged to make maximum utilization of library, especially reference amenities and e-resources. More difficult research assignments, graded examinations, writing research papers, and topics outside of the curriculum are offered to the advanced students. Advanced Add-on Courses such as Web Developer, Social Media Manager, Account Executive and EEE (English Employability and Entrepreneurship) are also available to the students in our college.

File Description	Documents
Link for additional Information	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2023/10/Remedial-Time-Table.pdf">https://www.govtpgcollegeuna.in/wp-content/uploads/2023/10/Remedial-Time-Table.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
4024	70

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

### Experimental Learning

The Choice Based Credit System (CBCS) with Outcome Based Education (OBE) model facilitate student centric learning. The College also makes plans for students to attend industry tours and to have summer internships where they can gain practical experience. Along with entrepreneurial training that helps students to become "job creators" rather than "job seekers."

### Participatory Learning

By adding group activities, role plays, movie screening, group debates, and connecting the curriculum to real world experiences the teachers mix traditional pedagogy with hands on learning. The skill enhancement courses (SEC) in several subjects give students practical training to sharpen their skills. Students learn from essay writing, debate and declamation, collage making, and poster making. The campus publication (College Magazine) offers writers and student editors the chance to master new skills.

### Problem Solving Learning

Students that receive aptitude skill training benefit from problem-centric learning experiences. The goal of teaching pupils practical phonetic skills is to help them become better communicators and engaged listeners. Activities like "model, clay models, and chart making" provide pupils a chance to be more inventive, which improves their critical thinking and creative understanding. Aptitude lessons are offered as part of the free coaching for various competitive exams like HAS/IAS to assist students in acquiring problem-centric learning experiences.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.govtpgcollegeuna.in/training-placement-cell/">https://www.govtpgcollegeuna.in/training-placement-cell/</a>

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

The college has been ICT enabled with ICT facilities like smart interactive panels, projectors, digital podium. Our total 50 classrooms, Labs and Seminar Hall are equipped with ICT tools. The internet connectivity is provided through campus wide LAN networking and internet lease line of 100 Mbps. The teachers use the computers/laptops available in their departments, staff room, library and labs for preparation of their lectures and teaching materials. In order to increase their technological aptitude, senior faculty members ask junior faculty members for assistance. The only ICT tools used for instruction during COVID-19 were Google Meet, Zoom, and WhatsApp groups, albeit there were certain restrictions due to the digital divide among students from rural backgrounds. The college has also organized an International Conference in collaboration with the Achievers Foundation for English Studies and Madan Mohan Malaviya University of Technology Gorakhpur UP on "EXPLORING DIGITAL HUMANITIES CHALLENGES AND OPPORTUNITIES" on Decemeber 10-11 2022. The college IQAC has also organized an FDP in association with MCA deptt. of the college.

The e-resources from different online platforms and Inflibnet N-List, e-books, e-pathshala, swayam and NPTEL are optimally utilized.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.govtpgcollegeuna.in/ict-facilities/">https://www.govtpgcollegeuna.in/ict-facilities/</a>

**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**



67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

70

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

25

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)	<a href="#">View File</a>

### 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

432

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 Examination Committee** The internal examination committee conducts the internal examinations in the college. According to university policy, the majority of core and elective papers receive an internal evaluation of 30 points out of 100, while each semester's external examination awards 70 points. As required by the HP University, the 30-point internal assessment is further divided into 10 points for assignments, 15 points for tests and projects, and 5 points for attendance. The question papers are prepared by teachers keeping in mind the syllabus prescribed and at least 75% syllabus completed in the classroom. The college observes complete transparency in the award of internal assessment based on the performance of the students by displaying it on the notice board. Maximum 5 marks are allotted as per rules depending on the attendance in the course lectures according to the affiliating university guidelines. Participants Students that participate in extracurricular activities such as sports, N.C.C., N.S.S., and other extracurricular activities are given extra time to turn in their assignments. The students who fail to earn the minimum passing awards in internal assessment are given another chance of improvement.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://hpuniv.ac.in/syllabus.php">https://hpuniv.ac.in/syllabus.php</a>

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

A three-level grievance redressal mechanism is implemented in the institution to address the grievances of students, at faculty, department, and college level. The college takes effective measures in identifying and resolving the difficulties and grievances faced by the students related to examination. After the evaluation of the answer sheets these checked sheets are shown to the students for their satisfaction. If any corrections in the total of marks are required then it is immediately done by the faculty members. In case of any grievances related to overall Internal Assessment, the student can directly approach the concerned teacher. If the issue is not resolved at the faculty level, the student can freely approach the HOD for further action. This action ensures the transparency and reliability of the internal evaluation process. If the department is not able to resolve the issue at the department level then the college level committee headed by Internal Assessment Coordinator and the HOD of the concerned department tries to resolve the issue. Common issues include not receiving admit cards, holding back results, incorrectly entering marks, supplying scribes for blind and physically challenged students, misspell names, questions that are not from the curriculum, and other inconsistencies

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

Since the implementation of the outcome-based education (OBE) model, the institute has used the fundamental set of concepts consisting of Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) to evaluate the knowledge and skills acquired by students upon successful completion of a given course/programme. The results can be generically categorized as identification, understanding, and problem-solving abilities. Course outcomes (COs) are described as explicit assertions that list the specific and necessary discipline knowledge, skills, and aptitude that students must have in order to pass a given course

The COs, PSOs, and POs for all programmes' are clearly stated and available on the college website. The hard copies of course curriculum along with COs, PSOs and POs are available in the college

library for reference of faculty and students. The concerned teachers introduce each student to the clear idea about syllabus and its outcomes along with other basics of the concerned course. Teachers also explain the pattern of questions papers and its connection with the course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2023/09/Program-outcomes-2022-23.pdf">https://www.govtpgcollegeuna.in/wp-content/uploads/2023/09/Program-outcomes-2022-23.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The learners' attainment of the graduate qualities is mirrored in their accomplishment of programme and course outcomes. The acquisition of the qualities outlined in graduate traits is a dynamic process that calls for ongoing observation and corrective action. We use a "learner centric approach" to assess students' learning skill building and preparation for the workforce. The concerned course handling faculty member uses a variety of assessment techniques to determine the degree to which course outcomes are being attained. Since the college is affiliated to Himachal Pradesh University, academic performance is assessed using 30% of the total marks at college level comprehensive continuous internal evaluation and 70% of the total marks at term end university examinations. The extensive continuous internal evaluation system, which includes assignments provided to the students, ICT-enabled seminars and presentations, is a supplement to the assessment of the attainment of course outcomes. In addition to this, the term end theory and practical exams evaluate the course outcomes. The final CGPA score at the time of passing the course is used to calculate the programme outcome attainment for each student in the programme because the CGPA attained by the student indicates the programme's success.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

725

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)

<https://docs.google.com/forms/u/0/?tgif=d>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

nil

File Description	Documents
Any additional information	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)	No File Uploaded

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

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

0

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

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

04

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

22

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

17

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

The college places a strong emphasis on extension activities, which encompass NSS, NCC, Red Ribbon Club, Youth Red Cross Club, Rovers & Rangers, Road Safety Club, Electoral Literacy Club, Swachh Bharat Abhiyan, Eco Club, and more. These activities instill social responsibility, dignity of labor, and a connection between academic learning and real-world problem-solving in students.

Annual events include plantation drives, cleanliness campaigns, awareness rallies on topics like 'Cleanliness and Environment Protection.' Yoga Day promotes physical, mental, and spiritual well-being. Nukkad-Natak performances cover vital issues like Voters Awareness, Road Safety, Personal Hygiene, and Anti-Drug awareness.

Guest lectures by experts touch on Disaster Management, Ayurveda's role in daily life, Cybersecurity, and NSS Volunteers' contribution to social awareness. Creative competitions like Poster Making and Rangoli Making, as well as the Har Ghar Tiranga Rally, enhance campus life.

College actively participates in commemorations like NSS Day, National Unity Day, Constitution Day, World Aids Day, and more, often collaborating with organizations like NSS, NCC, Rovers & Rangers, and the Red Ribbon Club. Social awareness rallies address road safety and environmental conservation, reflecting the institution's commitment to holistic education.

Students also engage in training camps like TSC, ATC, Aapada Mitra Training camp, and RD Camp, enhancing their skills and personal growth. In summary, these extension activities enrich education, nurturing socially conscious individuals.

File Description	Documents
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/#">https://www.govtpgcollegeuna.in/#</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

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

74

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>



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

646

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

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

105

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

8

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

## 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 & 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 entire college campus daily. Skilled workers are hired time to time for the repair related to entire setup. A detailed handbook of information & notices are uploaded on the college website like admission process, fee structure, subjects, curriculums, sports, other activities, time tables etc. The academic calendar for co-curricular activities conducted by NCC, NSS, Rovers & rangers are also uploaded on college website. Various cells like redressal cells, Anti Ragging, sexual harassment cell, Career Guidance and various committees are also functional in the college. 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 & latest software's. The institution has network optical fibre for proper distribution of internal signals along with dedicated sever. In addition to this, the college website is regularly updated. A well-equipped library with 13782 Textbooks, 1030 reference books, 80409 e-books, 3828 e-journals are available for readers along with photocopy, CCTV and Internet facility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/">https://www.govtpgcollegeuna.in/</a>

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 and newly commissioned boxing ring (in 2022-23) 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 a.m. to 9.00 a.m. in the morning and 5.00 p.m. to 7.00 p.m. in the evening with two Instructors. The Yoga Centre is also available for the staff and hostel students. Indira Ground is in adjoining to the college with Cricket academy, synthetic hockey field, football ground, indoor badminton, indoor judo, swimming pool facilities and these facilities are maintained by Distt. Sports Deptt. Govt. degree College Una has distinction of overall champion in sports in the state for the consecutive 7 years.

Music department is well equipped of vocal and instrumental section for cultural events with Sitar, Sarods, 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-equipment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/gymnasium/">https://www.govtpgcollegeuna.in/gymnasium/</a>

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

41

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

30

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/ict-facilities/">https://www.govtpgcollegeuna.in/ict-facilities/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

38418647

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The college Library is partially computerized utilizing SOUL (Programming for Colleges Libraries) variant 3.0. SOUL is Unicode based multilingual help, SOUL additionally upholds inventorying of e assets like e diaries, books and digital books and so forth. Library is Wi-Fi empowered, barcoding is ongoing and admittance to e-assets is given through NLIST Inflibnet membership. Library has the offices for issue return of books and keeping up with record of books and OPAC (Online Community Inventory). LMS computerization includes various strides for data taking care of, looking (OPAC), age reports and book issue/return/trade with the assistance of bar coding programming. Incorporated library the executives framework envelops

different capabilities typically including dissemination, acquisitions and inventoring. There is an Open Access List for understudies and staff, Web OPAC office is made accessible through SOUL 3.0. Web OPAC can be gotten to through the solid premises of Library just, Webopac is introduced on Library server, can be gotten to through all PC in LAN with the host server and gives data about the bibliographic subtleties of assortments accessible in the library. Clients can send out their query items in to PDF, MS Succeed, and MARCXML design. There is a different e library part of focal library where e assets is accessible through remote access NLIST, NDL, NPTEL SWAYAM, e PG paathshala and inhouse storehouse of content connected with schedule, Staff Exploration Papers and books Papers and diaries

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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** A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

84624

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

155

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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 100 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	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

243

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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)

5436151

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 Equipment 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. The procedure for maintaining and utilizing physical ,academic and support facilities- library,laboratory,sports complex, computers,classrooms etc is strictly adhere to the norms and conditions set under rules and regulations framed under Education Code for Higher Education Institutes in Himachal Pradesh.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://education.hp.gov.in/?q=education-code">https://education.hp.gov.in/?q=education-code</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

490



File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

31

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

### 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

A. All of the above

File Description	Documents
Link to institutional website	<a href="https://www.govtpgcollegeuna.in/">https://www.govtpgcollegeuna.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

413

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

413

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
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

40

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

77

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

### 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.

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

The institute functions according to the toolkit of good governance which is based on democratic and inclusive model of governance. Hence, student welfare and the student councils are the important building blocks of the institute. The college has instituted an effective Student council, which provides a representative structure for the students to voice out their ideas and concerns.

1.CSCA (College Students Central Association) is constituted annually as per the norms of the affiliating Himachal Pradesh University. This Student Council consists of President, Vice-president, General Secretary, Joint Secretary and Class Representatives. The student representatives are selected from each stream respectively. Two students each from NCC, NSS, Rover Rangers, Sports, Cultural Club and societies are also nominated in this body. The Student Council is officially recognized and felicitated during CSCA Oath Taking ceremony.

2.CSCA Advisory Committee facilitates the role of CSCA in governance of the institution.

3.The IQAC also has a student representative as its member who participates in decision making and policy formation activities of the IQAC.

4.Students as editors and budding writers in college magazine "Sombhadra" contribute enthusiastically.

5.CSCA organizes a cultural programme under the guidance of the CSCA

Advisory Committee and the Cultural Committee. 6. Students help in improvising the teaching learning process of the Institution by providing feedback. Most societies have student coordinators who help in making an effective representation in related clubs and committees and cultural and sports activities of the Institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

19

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

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

The college has a registered Old Students Association which strives to promote an enduring relationship between students and their Alma Mater. The Alumni have contributed liberally towards the development of the institution through endowments, financial support, organizing

lectures etc. By establishing channel that can facilitate closer ties between alumni, students and college, it can provide crucial benefits in enriching the students experience while being at the college. Our College's Alumni, always been with us in developing infrastructure and new outlook to our college by contributing financial support whenever it is needed. Alumni, who are presently employed in the College, from the core of the Alumni Association, are represented as Patron, General Secretary and Treasurer of the Association. They establish liaison with the alumni for updating information and status of the alumni. The institute ropes in alumni through various strategic initiatives such as developmental projects, placements, expert talks, mentoring, guidance, start-up initiatives to name a few.

Alumni members who are holding good positions conduct career guidance programmes and offers placement services. The college administration has taken proactive measures to invite alumni to various departmental functions as the chief speaker or a judge in various activities to encourage the students and act as a role model for them. Distinguished alumni act as key resource persons for college seminars, conferences and other important events. The Alumni members register their feedback on curriculum through online feedback form circulated by the college feedback cell.

File Description	Documents
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/alumni/">https://www.govtpgcollegeuna.in/alumni/</a>
Upload any additional information	<a href="#">View File</a>

#### 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

The vision of the college is clearly "To devise system that strives for an emancipatory education which shapes objectives, motivated empathetic Unprejudiced and enlightened being". Our college is committed to provide access, equity, excellence, character building, discipline and quality education with focus on a holistic and vibrant learning environment, founded on value based academic principles. The mission of Govt. College Una is to serve the cause of education with grit and vigor and to reach out the students from diverse background. Endeavour to impart dialogic and participatory education to encourage, entice and temper with the help of class room lectures modern curricula. Enable the students to evolve in to Unprejudiced yet competitive individuals to productivity serve the society. The college is committed to make all efforts towards enabling our students to take leadership roles in various walks of life and act as agents of transformation in the globalised world.

File Description	Documents
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/vision-and-mission/">https://www.govtpgcollegeuna.in/vision-and-mission/</a>
Upload any additional information	<a href="#">View File</a>

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

The institution practices decentralization and participatory management in keeping with its belief in collective leadership and democratic traditions. A particular reflection of this practice may be seen in the extensive delegation of authority to the Heads of the various Departments in the college.

The Ways in which Heads of Departments participate in the Management Process:

i) The Head of the Department scaling the Teaching Plans of his/her departmental members.

ii) He/she is empowered to make adjustments in the routine, and to allot teaching assignments and evaluation duties.

iii) He/she enjoys the privilege of convening departmental meetings where the programmes for the entire term are decided.

iv) He/she often takes the lead in planning seminars, career counselling sessions, remedial measures, interdepartmental or/and inter-college exercises.

v) He/she is at liberty to introduce creative and innovative measures for the benefit of his/her students.

vi) He/she, in consultation with his/her department oversees the paper setting, moderation, evaluation, and marks submission of all internal examinations of the department. All faculty members participate, debate, discuss & give suggestions in faculty council meetings which occur on regular basis etc.

The principal collectively with the advisory committee, staff council, various conveners of committees, coordinators, head of the departments, non-teaching staff and student representatives work as single governing unit in the benefit of the institution under participative management. The college administration maintains regular and active interaction with all stakeholders' viz., students, parents, alumni, and industry.

File Description	Documents
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/committees/">https://www.govtpgcollegeuna.in/committees/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our college is committed to impart Quality education to the youth enabling them to develop the right attitude, professional competence and inculcating the right ethical values. We have a formally stated Quality Policy. The College has very effective internal coordination and monitoring mechanisms. The Principal of the College takes initiative to ensure effective co-ordination between and among the functionaries of the College. On the basis of various policies formulated, objectives are laid down and plans made, a regular follow-up is maintained, thereby encouraging greater support and coordination. Our quality policy is "to pursue standards of excellence in all the areas of teaching, learning, services offered and administration". It has been developed by IQAC based on the objectives set up by the institution for achieving excellence in all the areas of working. The drive towards excellence is instilled among staff members and students by reiterating its importance time



and again and has resulted in offering high quality services to our stakeholders. Standardizing routine procedures, conducting regular interactive meetings at all levels and periodical checks through audits and compliances have ensured adherence to our quality policy. Our quality policy is reviewed by IQAC, taking into consideration the feedback received from the stakeholders.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
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.

The administrative cell of the college has digitized its records for easy storage and retrieval of data using desktops. Administrative circulars and notices are received and communicated electronically both using e-mails and whatsapp to faculty members and through emails to Himachal Pradesh University, Himachal Pradesh Government and UGC etc. The important information and schedules regarding admissions, examination and cultural programs etc. are uploaded on the institute's website and prompt response is sent electronically about emails received from students, parents and other concerned departments.

#### Finance and Accounts:

Salaries of faculty members and other staff is transferred directly to their bank accounts. The annual financial statements contain both revenues and expenditures are audited regularly by engaged Local CAs and Government Auditors. Accounts Department of the college ensures digitization of its records on timely basis for storage and easy retrieval of the financial data.

File Description	Documents
Paste link for additional information	<a href="https://himachal.nic.in/index1.php?lang=1&amp;dp_t_id=5&amp;level=0&amp;linkid=375&amp;lid=188">https://himachal.nic.in/index1.php?lang=1&amp;dp_t_id=5&amp;level=0&amp;linkid=375&amp;lid=188</a>
Link to Organogram of the Institution webpage	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2022/10/IMG_20221006_162606.jpg">Link to the https://www.govtpgcollegeuna.in/wp-content/uploads/2022/10/IMG_20221006_162606.jpg</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

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

**Welfare measures for Teaching and Non-Teaching Staff**

1. Contributory provident Fund/Employee provident fund

2. Gratuity as per Govt. Rules

3. Sabbatical leave will be sanctioned with full pay to teaching staff for attending FDP/ Work Shop/Conferences who have registered for / Pursuing to The Ph.D. work.

4. Six months Maternity Leave with Pay

5. Canteen Facility is provided

6.Apperciation for Faculty member for good work

7.Employees are encouraged to participate in sports competitions etc.

8. As per central and Himachal Pradesh Government rules.

File Description	Documents
Paste link for additional information	<a href="https://cag.gov.in/ae/himachal-pradesh/en/page-ae-himachal-pradesh-about-gpf">: https://cag.gov.in/ae/himachal-pradesh/en/page-ae-himachal-pradesh-about-gpf</a>
Upload any additional information	<a href="#">View File</a>

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

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

00

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

**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**

03

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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

58

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

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

Performance Appraisal System of Teaching Staff Institute follows a well-defined and framed model of performance appraisal system namely API as per UGC guidelines. It is based on mainly three categories

#### 1. Teaching, learning and evaluation related activities

- a. Lectures, tutorials, practical hours or other teaching duties
  - b Preparation and imparting of knowledge
  - c. Use of participatory and innovative methodologies
  - d. Examination Duties
2. Professional development, co-curricular and extension activities
- a. Students related co-curricular extension and field based activities
  - b. Contribution to corporate life
  - c. Professional development activities
3. Research and Academic Contribution
- a. Research papers published in referred journals, conference proceedings etc
  - b. Research publication in Books
- C. Training courses and conferences/seminar/workshop

Student satisfaction is given utmost importance hence it is a part of the faculty appraisal system.

The feedback helps to review and improve the quality of the teaching-learning processes The feedback is conducted in online mode. Apart from feedback, faculty is also assessed on performance of the students.

#### Performance Appraisal System of Non- Teaching Staff

The Institution Head assumed different types of duties to Non Teaching staff. Their work is also evaluated from time to time. In this regard, the duty of teaching staff is to supervise their work.

File Description	Documents
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/downloads/">https://www.govtpgcollegeuna.in/downloads/</a>
Upload any additional information	<a href="#">View File</a>

## 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

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.

The internal audit of all the student funds is carried out by the Bursar of the college regularly. The external audit of all govt. grants/other grants is carried out by auditors of the Auditor General of Himachal Pradesh. The last audit was done in March 2021. Being a Govt. institution, the College complies with all the suggestions/objections of the auditors. The College on its own arranges the audit of all PTA and HEIS funds and UGC grants etc. which is carried out by authorized chartered accountants.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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)

21120

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

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

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization as per the rules and regulations framed by the Directorate of Higher Education.

Mobilization of Funds, the student Tuition fee is the major source of income for the institute.

Alumni contribute to the institute by raising funds to purchase items like water coolers, wall clocks, etc.

A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses

The purchase committee seeks quotations/Gem portal from vendors for the purchase of equipment, computers, books, etc.

The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.

The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget.

#### Resource Mobilization Policy and Procedure

Before the financial year begins, Principal and Heads of Departments prepare the college approximate budget.

The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs.

It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.

The budget is scrutinized and approved by the top management and Governing Council.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

IQAC is one of the major policy making and implementing unit in our college. It strives hard for upgrading the college infrastructure and all support facilities to meet the standards of higher education and growing need of students.

Academic Audit through IQAC :-The college takes academic audit of each department and various committees every year through IQAC to increase and maintain the quality of education. Academic Audit Committee is set up for this purpose. At the beginning of academic session, the committee collects academic plan including publication, extension activity, collaboration, innovative and best practices, assignment, ICT based activity, and workshop supposed to organize for better performance. The Committee evaluated plan submitted by the departments and committees and reviewed their academic progress. Implementation of Green practices in the campus: • The IQAC proposed to initiate various green practices (Green & energy audit report) to maintain eco-friendly college campus through the activities i.e. Tree Plantation, Plastic Eradication, Clean and Beautiful Campus, Save Power, Awareness Programme on Renewable Energy etc. For the better implementation of green practices, IQAC distributed these activities among various departments.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/computers">https://drive.google.com/drive/computers</a>
Upload any additional information	<a href="#">View File</a>

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 IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared



in advance, displayed and circulated in the Institute and strictly followed. Admission to various programmes, vacations, examination schedule are notified in the Academic Calendar. All newly admitted students must compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the commence of the classes. Important announcements are made through public announcement system. Feedback from students is also taken individually by teachers for their respective courses, by Academic review through periodical meetings. Most of the classrooms and halls have been equipped with ICT facilities with either smart interactive panel with easy board software or projectors with motorised screen and computer system or digital podium. 50 mbps Internet Connectivity is enabled in all smart classrooms. The campus is very wide so LAN connectivity is fabricated and internet lease line with bandwidth of 100 Mbps in MCA Lab and other offices.

File Description	Documents
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2023/10/final-lesson-plan.pdf">https://www.govtpgcollegeuna.in/wp-content/uploads/2023/10/final-lesson-plan.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2023/03/Annual-Report-2022-23-2.pdf">https://www.govtpgcollegeuna.in/wp-content/uploads/2023/03/Annual-Report-2022-23-2.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

The college strongly supports the idea of gender equity in all of our institutional procedures, including both academic and non-academic activities. Our students come from diverse socio-cultural backgrounds and we take conscious efforts to engage them on the issues of gender sensitivity. Being a co-educational institution the Government College Una is always sensitive and empathetic towards social problems pertaining to girl students. A separate NCC unit (1 HP GIRLS BN SOLAN) is also there for girls with the aim of developing character, comradeship, discipline, a secular outlook, the spirit.

- The campus has 24/7 security services, monitored by CCTV and LED display in Principal's office.
- Security guards are always on duty at the college gate during working hours.
- Identity cards are issued to all students and are mandatory for entry into the college.
- First aid facility is maintained in the college. First-Aid committee and First aid room is there in the college.
- Separate washrooms for the male and female teaching staff, non-teaching staff and students are provided.
- Suggestion boxes are established in the college for all students.

The college has separate girl's common room. The room is facilitated with washroom, dressing mirror and sanitary napkin vending machine and is under the regular supervision of committee.

Girl students are given age relaxation for admission at UG and PG level as per the government guidelines

Tuition fees exemption is provided to bonafide himachali girl students.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2023/11/7.1.1-2023-24.pdf">https://www.govtpgcollegeuna.in/wp-content/uploads/2023/11/7.1.1-2023-24.pdf</a>
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	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2023/11/7.1.1-2023-24.pdf">https://www.govtpgcollegeuna.in/wp-content/uploads/2023/11/7.1.1-2023-24.pdf</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Solid waste management:**

Dustbins are positioned in laboratories, on each level of the college building, along walkways, and in many other locations throughout the campus to ensure that the campus is kept tidy and clean for the benefit of the students. As part of their service, NSS volunteers occasionally conduct campus cleanups. In science laboratories a wide variety of trash is produced.

**Liquid waste Management:**

Underground sewage tanks have been constructed for the management of liquid and sewage waste produced in the college. The liquid waste that is produced from the restrooms and the cafeteria is directed into created subterranean tanks.

#### e-Waste management:

The amount of e-waste produced by the college is rather low. All the e-waste produced is stored in a separate room.

#### Waste Recycling system:

No waste recycling system is available in the college. Paper waste is sold to the local scrap dealer for recycling. No biochemical, hazardous chemical and radioactive waste is produced as such in the college. In the year 2022 the live project "Eco Freak" for the waste management was conducted by MBA department.

#### Awareness programmes:

Various awareness programmes were also conducted by the college to aware the students regarding waste management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**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**      **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

**B. Any 3 of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**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**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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-**

**B. Any 3 of the above**

**reading software, mechanized equipment 5.**  
**Provision for enquiry and information :**  
**Human assistance, reader, scribe, soft copies of**  
**reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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	No File Uploaded

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).

#### **Socio-Economic Diversities:**

To promote equity among the students belonging to different socio-economic strata, the financial assistance in the form of fee-concession and various scholarships are provided to the needy students by the institutions under various centre/ state sponsored schemes.

#### **Linguistic Diversities:**

Our college Magazine Sombhadra gives a platform to the students of this institution to present their ideas and writing skills in different languages We also promote tolerance and harmony towards linguistic diversities by organizing various literary competitions.

#### **Cultural Diversities:**

The students take part in various district level, state level, inter college competitions like folk song, folk dance, on the spot photography, clay modelling etc.

#### **Regional Diversities:**

The students performed different regional dance forms like Naati, Bhangra, Giddha, Kathak etc. during the annual prize distribution

function and other cultural events organised in the college thereby showing diversity of culture of India.

#### Communal Diversities:

To generate the feeling of Patriotism, oneness and social harmony among the students different activities like: Poster making, Slogan writing and Rangoli making competitions and awareness rallies are organised in the college campus under nation-wide campaign AZADI KA AMRIT MAHOTSAV. These activities have a very positive impact on society's cultural and communal thoughts.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

The constitution emphasizes to secure to all its citizens equally : Justice, Liberty, equality and Fraternity. Therefore, various departments of the college and NSS/NCC/R&R units are actively involved in conducting various activities for sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens. The college organizes various Electoral Awareness Programs, the Constitution Day was celebrated to inculcate the constitutional obligations for ethics, values, rights, duties and responsibilities of citizens. Several courses that the students' study, especially in humanities and literature, have portions pertaining to the Indian constitution and constitutional values. Students in MA and self-financed` courses are admitted to the college by a strict adherence to reservation policies and rules, ensuring justice and equality to all categories of students.

As a part of moral, social responsibilities to become good citizens of the countries various activities like: Poster Making, Quiz Competition, Videography and Extempore speech competition on HIV/AIDS awareness were organised.

An essay writing competition on Nasha Mukta Bharat Abhiyan, debate competition on the topic Collective Fight against Corruption in India a Distant Dream, 'Road Safety Awareness Programme' and a 'Quiz Competition on Biodiversity' were organized and an Awareness Rally for Plastic Ban were organised was conducted to create sentience about the drug abuse and its harmful effects. Guest Lectures on Cyber Crime and Career Guidance, Cyber Security and Road safety and Disaster Management were organised to sensitize students to become responsible citizens of our country.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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**      **A. All of the above**

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**The events which were celebrated are**



21st June: International Yoga Day. All the staff members along with many students participated in this camp.

24th September: September 24 is observed as NSS Day since 1969.

27th September: World tourism day . Various competitions were organized such as declamation, rangoli, quiz on tourism etc.

1st December: World's Aids Day was celebrated by the Red Ribbon Club, with the aim to increase the awareness and understanding HIV/AIDS among the college students.

2nd December: National Pollution Control Day is observed on December 2 to commemorate those who lost their lives in the 1984 Bhopal Gas tragedy

22nd December: On national mathematics day.

28th February: National Science Day was organized in the chemistry department.

14th March: A Lecture on National Millets Day was delivered by Dr. Sumiksha, Associate Professor (Botany) GC Una.

15th March: The World Consumer Rights Day as a means of raising global awareness about consumer rights and needs.

13th March: International Women's Day was celebrated by the students to honour the social, cultural, economic and political achievements of women.

22nd March: The observance day held on 22 March that highlights the importance of fresh water.

23rd March: Shaheed Diwas. To pay tribute to the freedom fighters.

24th March: World Tuberculosis Day was celebrated.

8th May: International Red Cross Day was observed, in which Dr. Rajinder delivered a lecture, and a documentary was also shown to students aware them about the history of Red Cross.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
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:Financial help to needy students from PTA fund:**

**Objectives-**

- To encourage and uplift students from financially disadvantaged backgrounds.
- To empower those girls students who do not pursue their studies due to limited family resources.

**The Context-**

The administration of the college, in the interest of helping students and with an eye toward the "right to education," came to the conclusion that assisting financially struggling students in maintaining their enrollment was the best way to reduce the number of students who dropped out of college.

**The Practice-**

In order to fulfill this objective, the college has used money from its PTA fund to provide assistance to them. During session 2022-23, 27 students got benefit from this practice. Out of 27 students, 13 students from arts stream got 1000/-each, 3 students from Science stream and 1 student from B.C.A got 1500/-each, 10 students from commerce stream got 1200 /-each.

**2.Project Sombhadra by MBA students of our College under NRLM-Scheme.**

**Objectives-**

- To inculcate the spirit of social-service among students.

- To provide valuable real-world experience to students by communicating and working with society.
- To explore the talents of students in different fields.

\* To make contribution in socio-economic development of state.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 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

To choose a right career is a crucial aspect of an individual's life because the whole future depends only on the single decision. Career counselling is a process that helps students to identify their strengths, interests, and abilities, and provides guidance on potential career paths. It assists students in selecting the right course of study, identifying potential careers, and making informed decisions about their future. It enables students to understand their skills, interests, and personality traits, and helps them explore the various career options available to them. In this regard, career and placement cell of Govt. College Una has organized various career counselling courses and programs time to time such as Project Sombhadra, Rojgar Mela and Niyukti Utsav. The project Sombhadra aims to promote the products made by self-help groups and creation of e-Commerce platform by MBA students of our college. It will help to increase the attention of the people towards "vocal for local". Rojgar mela has been organized by Career and Placement cell of our college in which 25 companies were invited and students of various streams had participated and around 55 students were selected. The Rojgar mela was a significant event aimed at bridging the gap between job seekers and employers. This makes the institution a distinct place offering complete and comprehensive education under one umbrella for the youth of the area. It, therefore, justifies its place as the lead institution of the district.

## 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

Government College Una (HP), affiliated with HP University, adopts university-designed syllabus and curriculum.

\* Various Committees were formed for execution of various activities in college.

\*Academic Calendar of college was prepared by IQAC committee in cohesion with Academic calendar of H.P.University and directions of Department of Higher Education.

\*Academic session began with thorough discussion of syllabus and allocation of workloads among teachers according to UGC Regulations 2018.

- Annual lesson plan and pedagogy was developed by each Department
- Time table Committee developed time-table for each department of college in consultation with HODs.
- Dissemination of information: The information about academic calendar, lesson plans, timetables, educational resources were shared through notice boards, college website and WhatsApp groups etc.
- College employs a blend of traditional and ICT-based methods, utilizing advanced infrastructure such as science labs, Wi-Fi, Smart Classrooms, language labs, IT labs.
- College Library offers online and offline learning resources for effective curriculum delivery, hard copy of books and research journals, e-books & e-journals accessible through <https://nlist.inflibnet.ac.in/>.
- Various co-curricular activities were organized.
- Feedback mechanism is established for all stakeholders to address concerns about the efficient delivery of the college's curriculum

File Description

## Documents

Upload relevant supporting document

View File

Link for Additional information

[https://newadmission.govtpgcollegeuna.in/media/documents/Prospectus\\_2022-23.pdf](https://newadmission.govtpgcollegeuna.in/media/documents/Prospectus_2022-23.pdf)

<https://hpuniv.ac.in/syllabus.php>

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/li-q5rfTra5yZNDLemcd019mwxeqCygSk/view?usp=sharing">https://drive.google.com/file/d/li-q5rfTra5yZNDLemcd019mwxeqCygSk/view?usp=sharing</a>

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

Academic calendar of the college is prepared in sync with the academic calendar of Himachal Pradesh University, Shimla and adheres to the directions of the Directorate of Higher Education from time to time. The admissions, exams and evaluation schedules are prescribed on University calendar. The university also creates a calendar for extracurricular, cultural, and sporting events. In addition, the department of Higher Education publishes additional vacation schedule. The IQAC committee of the College follows these schedules and prepares Academic Calendar of the College before the commencement of each academic session and then is disseminated through the Prospectus, Notice Board, Website, Whatsapp groups, and social media. It includes schedule of admissions, duration for subject combination changes, teaching process etc. along with the schedule for significant events such as CSCA elections, PTA general houses, CCA tests, Annual athletic meets, Sports activities, Cultural events, Vacation schedules, and tentative exam Schedules. Student's progression in the academics is monitored by the teachers and IQAC committee. Continuous Comprehensive Assessment (CCA) contributes 30% of the final grade and the remaining 70% is assessed through End term

examinations conducted by the University. The CCA Assessment constitutes of three distinct components-15% CCA exam, 5% attendance, and 10% assignments.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://newadmission.govtpgcollegeuna.in/media/documents/Prospectus_2022-23.pdf">https://newadmission.govtpgcollegeuna.in/media/documents/Prospectus_2022-23.pdf</a> <a href="https://hpuniv.ac.in/syllabus.phpk_for_additional_information">https://hpuniv.ac.in/syllabus.phpk_for Additional information</a> <a href="https://newadmission.govtpgcollegeuna.in/media/documents/Prospectus_2022-23.pdf">https://newadmission.govtpgcollegeuna.in/media/documents/Prospectus_2022-23.pdf</a> <a href="https://hpuniv.ac.in/syllabus.php">https://hpuniv.ac.in/syllabus.php</a>

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

**A. All of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **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**

**12**

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

356

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

356

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

Since HPU and HPTU are both affiliates of Govt. College Una, the curriculum is rigorously adhered to as per the syllabus set forth by these universities. Each programme does, however, provide a few courses that are relevant to the aforementioned problems. The college's numerous course offerings incorporate interdisciplinary topics related to professional ethics, human values, the environment, technology and management and sustainability into their curricula. The BBA and MBA programmes both include professional ethics. Additionally, several college organizations including the NCC, the NSS, the Rovers and Rangers, and the Women's Cell perform a variety of extracurricular activities in this respect. To help the students comprehend how to behave towards other individuals and institutions in a business context, the teachers employ projects and case studies. Professional ethics seminars are held by the college's Training & Placement Cell. The college also organizes field work, community outreach, and gender sensitization events in addition to participatory activities including declamation, poetry reading, poster-making. To raise awareness of nature and instill human values, NSS, NCC, and Eco Club organize a variety of events in the institution, such as blood donation drives, tree planting campaigns, road safety programmes, Earth Day, and other celebrations. Environment Studies has been added to the first-year curriculum as an Ability Enhancement Compulsory Course (AECC) in accordance with the new UGC guideline. Environmental issues are covered in the language, political science, economics, zoology, and botany curricula. The MBA and MCA departments oversee the organization of technical workshops and orientation programmes.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

8



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

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

260

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://docs.google.com/spreadsheets/d/1COIaGRP4tYjR4Bhw9TFh6ajEY1fjTI13K3wMd7GYvYo/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1COIaGRP4tYjR4Bhw9TFh6ajEY1fjTI13K3wMd7GYvYo/edit?usp=sharing</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

4024

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

2207

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 organizes an orientation programme for UG and PG students at the beginning of new session. In addition to the normal classes, remedial classes on the subject's fundamentals are offered, usually during free time for the slow learners. Along with links to YouTube, PowerPoints, audio recordings, etc., the teacher also gives handwritten notes and Xeroxed lecture scripts to the students. Peer learning is encouraged and students are taught by students themselves. Each professor interacts with the students in their class to determine who the slow and fast learners are. Face to Face communication is an important aspect of teaching and learning and to strengthen it our faculty entertains students even after classroom hours. Students are encouraged to make maximum utilization of library, especially reference amenities and e-resources. More difficult research assignments, graded examinations, writing research papers, and topics outside of the curriculum are offered to the advanced students. Advanced Add-on Courses such as Web Developer, Social Media Manager, Account Executive and EEE (English Employability and Entrepreneurship) are also available to the students in our college.

File Description	Documents
Link for additional Information	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2023/10/Remedial-Time-Table.pdf">https://www.govtpgcollegeuna.in/wp-content/uploads/2023/10/Remedial-Time-Table.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
4024	70

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

### Experimental Learning

The Choice Based Credit System (CBCS) with Outcome Based Education (OBE) model facilitate student centric learning. The College also makes plans for students to attend industry tours and to have summer internships where they can gain practical experience. Along with entrepreneurial training that helps students to become "job creators" rather than "job seekers."

### Participatory Learning

By adding group activities, role plays, movie screening, group debates, and connecting the curriculum to real world experiences the teachers mix traditional pedagogy with hands on learning. The skill enhancement courses (SEC) in several subjects give students practical training to sharpen their skills. Students learn from essay writing, debate and declamation, collage making, and poster making. The campus publication (College Magazine) offers writers and student editors the chance to master new skills.

### Problem Solving Learning

Students that receive aptitude skill training benefit from problem-centric learning experiences. The goal of teaching pupils practical phonetic skills is to help them become better communicators and engaged listeners. Activities like "model, clay models, and chart making" provide pupils a chance to be more inventive, which improves their critical thinking and creative understanding. Aptitude lessons are offered as part of the free coaching for various competitive exams like HAS/IAS to assist students in acquiring problem-centric learning experiences.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.govtpgcollegeuna.in/training-placement-cell/">https://www.govtpgcollegeuna.in/training-placement-cell/</a>

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

The college has been ICT enabled with ICT facilities like smart interactive panels, projectors, digital podium. Our total 50 classrooms, Labs and Seminar Hall are equipped with ICT tools. The internet connectivity is provided through campus wide LAN networking and internet lease line of 100 Mbps. The teachers use the computers/laptops available in their departments, staff room, library and labs for preparation of their lectures and teaching materials. In order to increase their technological aptitude, senior faculty members ask junior faculty members for assistance. The only ICT tools used for instruction during COVID-19 were Google Meet, Zoom, and WhatsApp groups, albeit there were certain restrictions due to the digital divide among students from rural backgrounds. The college has also organized an International Conference in collaboration with the Achievers Foundation for English Studies and Madan Mohan Malaviya University of Technology Gorakhpur UP on "EXPLORING DIGITAL HUMANITIES CHALLENGES AND OPPORTUNITIES" on December 10-11 2022. The college IQAC has also organized an FDP in association with MCA deptt. of the college.

The e-resources from different online platforms and Inflibnet N-List, e-books, e-pathshala, swayam and NPTEL are optimally utilized.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.govtpgcollegeuna.in/ict-facilities/">https://www.govtpgcollegeuna.in/ict-facilities/</a>

**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**

67	
File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

70	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

25	
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)	<a href="#">View File</a>

### 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**

432

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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 Examination Committee** The internal examination committee conducts the internal examinations in the college. According to university policy, the majority of core and elective papers receive an internal evaluation of 30 points out of 100, while each semester's external examination awards 70 points. As required by the HP University, the 30-point internal assessment is further divided into 10 points for assignments, 15 points for tests and projects, and 5 points for attendance. The question papers are prepared by teachers keeping in mind the syllabus prescribed and at least 75% syllabus completed in the classroom. The college observes complete transparency in the award of internal assessment based on the performance of the students by displaying it on the notice board. Maximum 5 marks are allotted as per rules depending on the attendance in the course lectures according to the affiliating university guidelines. Participants Students that participate in extracurricular activities such as sports, N.C.C., N.S.S., and other extracurricular activities are given extra time to turn in their assignments. The students who fail to earn the minimum passing awards in internal assessment are given another chance of improvement.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://hpuniv.ac.in/syllabus.php">https://hpuniv.ac.in/syllabus.php</a>

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

A three-level grievance redressal mechanism is implemented in the institution to address the grievances of students, at faculty, department, and college level. The college takes effective measures in identifying and resolving the difficulties and grievances faced by the students related to examination. After the evaluation of the answer sheets these checked sheets are shown to the students for their satisfaction. If any corrections in the total of marks are required then it is immediately done by the faculty members. In case of any grievances related to overall Internal Assessment, the student can directly approach the concerned teacher. If the issue is not resolved at the faculty level, the student can freely approach the HOD for further action. This action ensures the transparency and reliability of the internal evaluation process. If the department is not able to resolve the issue at the department level then the college level committee headed by Internal Assessment Coordinator and the HOD of the concerned department tries to resolve the issue. Common issues include not receiving admit cards, holding back results, incorrectly entering marks, supplying scribes for blind and physically challenged students, misspell names, questions that are not from the curriculum, and other inconsistencies

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

Since the implementation of the outcome-based education (OBE) model, the institute has used the fundamental set of concepts consisting of Programme Outcomes (POs), Programme Specific Outcomes (PSOs), and Course Outcomes (COs) to evaluate the knowledge and skills acquired by students upon successful completion of a given course/programme. The results can be generically categorized as identification, understanding, and problem-solving abilities. Course outcomes (COs) are described as explicit assertions that list the specific and necessary discipline knowledge, skills, and aptitude that students must have in order to pass a given course



The COs, PSOs, and POs for all programmes' are clearly stated and available on the college website. The hard copies of course curriculum along with COs, PSOs and POs are available in the college library for reference of faculty and students. The concerned teachers introduce each student to the clear idea about syllabus and its outcomes along with other basics of the concerned course. Teachers also explain the pattern of questions papers and its connection with the course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2023/09/Program-outcomes-2022-23.pdf">https://www.govtpgcollegeuna.in/wp-content/uploads/2023/09/Program-outcomes-2022-23.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The learners' attainment of the graduate qualities is mirrored in their accomplishment of programme and course outcomes. The acquisition of the qualities outlined in graduate traits is a dynamic process that calls for ongoing observation and corrective action. We use a "learner centric approach" to assess students' learning skill building and preparation for the workforce. The concerned course handling faculty member uses a variety of assessment techniques to determine the degree to which course outcomes are being attained. Since the college is affiliated to Himachal Pradesh University, academic performance is assessed using 30% of the total marks at college level comprehensive continuous internal evaluation and 70% of the total marks at term end university examinations. The extensive continuous internal evaluation system, which includes assignments provided to the students, ICT-enabled seminars and presentations, is a supplement to the assessment of the attainment of course outcomes. In addition to this, the term end theory and practical exams evaluate the course outcomes. The final CGPA score at the time of passing the course is used to calculate the programme outcome attainment for each student in the programme because the CGPA attained by the student indicates the programme's success.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

725

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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)

<https://docs.google.com/forms/u/0/?tgif=d>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

nil

File Description	Documents
Any additional information	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)	No File Uploaded

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

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

0

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

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

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

04

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

22

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

17

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

The college places a strong emphasis on extension activities, which encompass NSS, NCC, Red Ribbon Club, Youth Red Cross Club, Rovers & Rangers, Road Safety Club, Electoral Literacy Club, Swachh Bharat Abhiyan, Eco Club, and more. These activities instill social responsibility, dignity of labor, and a connection between academic learning and real-world problem-solving in students.

Annual events include plantation drives, cleanliness campaigns, awareness rallies on topics like 'Cleanliness and Environment Protection.' Yoga Day promotes physical, mental, and spiritual well-being. Nukkad-Natak performances cover vital

issues like Voters Awareness, Road Safety, Personal Hygiene, and Anti-Drug awareness.

Guest lectures by experts touch on Disaster Management, Ayurveda's role in daily life, Cybersecurity, and NSS Volunteers' contribution to social awareness. Creative competitions like Poster Making and Rangoli Making, as well as the Har Ghar Tiranga Rally, enhance campus life.

College actively participates in commemorations like NSS Day, National Unity Day, Constitution Day, World Aids Day, and more, often collaborating with organizations like NSS, NCC, Rovers & Rangers, and the Red Ribbon Club. Social awareness rallies address road safety and environmental conservation, reflecting the institution's commitment to holistic education.

Students also engage in training camps like TSC, ATC, Aapada Mitra Training camp, and RD Camp, enhancing their skills and personal growth. In summary, these extension activities enrich education, nurturing socially conscious individuals.

File Description	Documents
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/#">https://www.govtpgcollegeuna.in/#</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

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

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

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

74

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

646

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

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

105

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

8

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

## 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 & 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 entire college campus daily. Skilled workers are hired time to time for the repair related to entire setup. A detailed handbook of information & notices are uploaded on the college website like admission process, fee structure, subjects, curriculums, sports, other activities, time tables etc. The academic calendar for co-curricular activities

conducted by NCC, NSS, Rovers & rangers are also uploaded on college website. Various cells like redressal cells, Anti Ragging, sexual harassment cell, Career Guidance and various committees are also functional in the college. 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 & latest software's. The institution has network optical fibre for proper distribution of internal signals along with dedicated sever. In addition to this, the college website is regularly updated. A well-equipped library with 13782 Textbooks, 1030 reference books, 80409 e-books, 3828 e-journals are available for readers along with photocopy, CCTV and Internet facility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/">https://www.govtpgcollegeuna.in/</a>

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 and newly commissioned boxing ring (in 2022-23) 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 a.m. to 9.00 a.m. in the morning and 5.00 p.m. to 7.00 p.m. in the evening with two Instructors. The Yoga Centre is also available for the staff and hostel students. Indira Ground is in adjoining to the college with Cricket academy, synthetic hockey field, football ground, indoor badminton, indoor judo, swimming pool facilities and these facilities are maintained by Distt. Sports Deptt. Govt. degree Colllege Una has distinction of overall champion in sports in the state for the consecutive 7 years.

Music department is well equipped of vocal and instrumental section for cultural events with Sitar, Sarods, 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-equipment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/gymnasium/">https://www.govtpgcollegeuna.in/gymnasium/</a>

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

41

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

30

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/ict-facilities/">https://www.govtpgcollegeuna.in/ict-facilities/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

38418647

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

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

The college Library is partially computerized utilizing SOUL (Programming for Colleges Libraries) variant 3.0. SOUL is Unicode based multilingual help, SOUL additionally upholds inventorying of e assets like e diaries, books and digital books and so forth. Library is Wi-Fi empowered, barcoding is ongoing and admittance to e-assets is given through NLIST Inflibnet membership. Library has the offices for issue return of books and keeping up with record of books and OPAC (Online Community Inventory). LMS computerization includes various strides for data taking care of, looking (OPAC), age reports and book issue/return/trade with the assistance of bar coding programming. Incorporated library the executives framework envelops different capabilities typically including dissemination, acquisitions and inventorying. There is an Open Access List for understudies and staff, Web OPAC office is made accessible through SOUL 3.0. Web OPAC can be gotten to through the solid premises of Library just, Webopac is introduced on Library server, can be gotten to through all PC in LAN with the host server and gives data about the bibliographic subtleties of assortments accessible in the library. Clients can send out their query items in to PDF, MS Succeed, and MARCXML design. There is a different e library part of focal library where e assets is accessible through remote access NLIST, NDL, NPTEL SWAYAM, e PG paathshala and inhouse storehouse of content connected with schedule, Staff Exploration Papers and books Papers and diaries

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 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)

84624

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

155

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 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 100 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	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

243

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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)

5436151	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
<p>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.</p> <p>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 Equipment 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. The procedure for maintaining and utilizing physical ,academic and support facilities- library,laboratory,sports complex, computers,classrooms etc is strictly adhere to the norms and conditions set under rules and regulations framed under Education Code for Higher Education Institutes in Himachal Pradesh.</p>	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://education.hp.gov.in/?q=education-code">https://education.hp.gov.in/?q=education-code</a>

STUDENT SUPPORT AND PROGRESSION	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
490	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
31	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
<b>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</b>	<b>A. All of the above</b>

File Description	Documents
Link to institutional website	<a href="https://www.govtpgcollegeuna.in/">https://www.govtpgcollegeuna.in/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

413

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

413

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
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

40

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

77

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**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.**

60

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

The institute functions according to the toolkit of good governance which is based on democratic and inclusive model of governance. Hence, student welfare and the student councils are the important building blocks of the institute. The college has instituted an effective Student council, which provides a representative structure for the students to voice out their ideas and concerns.

1.CSCA (College Students Central Association) is constituted annually as per the norms of the affiliating Himachal Pradesh

University. This Student Council consists of President, Vice-president, General Secretary, Joint Secretary and Class Representatives. The student representatives are selected from each stream respectively. Two students each from NCC, NSS, Rover Rangers, Sports, Cultural Club and societies are also nominated in this body. The Student Council is officially recognized and felicitated during CSCA Oath Taking ceremony.

2. CSCA Advisory Committee facilitates the role of CSCA in governance of the institution.

3. The IQAC also has a student representative as its member who participates in decision making and policy formation activities of the IQAC.

4. Students as editors and budding writers in college magazine "Sombhadra" contribute enthusiastically.

5. CSCA organizes a cultural programme under the guidance of the CSCA Advisory Committee and the Cultural Committee. 6. Students help in improvising the teaching learning process of the Institution by providing feedback. Most societies have student coordinators who help in making an effective representation in related clubs and committees and cultural and sports activities of the Institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### **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**

19

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

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

The college has a registered Old Students Association which strives to promote an enduring relationship between students and their Alma Mater. The Alumni have contributed liberally towards the development of the institution through endowments, financial support, organizing lectures etc. By establishing channel that can facilitate closer ties between alumni, students and college, it can provide crucial benefits in enriching the students experience while being at the college. Our College's Alumni, always been with us in developing infrastructure and new outlook to our college by contributing financial support whenever it is needed. Alumni, who are presently employed in the College, from the core of the Alumni Association, are represented as Patron, General Secretary and Treasurer of the Association. They establish liaison with the alumni for updating information and status of the alumni. The institute ropes in alumni through various strategic initiatives such as developmental projects, placements, expert talks, mentoring, guidance, start-up initiatives to name a few.

Alumni members who are holding good positions conduct career guidance programmes and offers placement services. The college administration has taken proactive measures to invite alumni to various departmental functions as the chief speaker or a judge in various activities to encourage the students and act as a role model for them. Distinguished alumni act as key resource persons for college seminars, conferences and other important events. The Alumni members register their feedback on curriculum through online feedback form circulated by the college feedback cell.

File Description	Documents
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/alumni/">https://www.govtpgcollegeuna.in/alumni/</a>
Upload any additional information	<a href="#">View File</a>

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

## **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

The vision of the college is clearly "To devise system that strives for an emancipatory education which shapes objectives, motivated empathetic Unprejudiced and enlightened being". Our college is committed to provide access, equity, excellence, character building, discipline and quality education with focus on a holistic and vibrant learning environment, founded on value based academic principles. The mission of Govt. College Una is to serve the cause of education with grit and vigor and to reach out the students from diverse background. Endeavour to impart dialogic and participatory education to encourage, entice and temper with the help of class room lectures modern curricula. Enable the students to evolve in to Unprejudiced yet competitive individuals to productivity serve the society. The college is committed to make all efforts towards enabling our students to take leadership roles in various walks of life and act as agents of transformation in the globalised world.

File Description	Documents
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/vision-and-mission/">https://www.govtpgcollegeuna.in/vision-and-mission/</a>
Upload any additional information	<a href="#">View File</a>

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

The institution practices decentralization and participatory management in keeping with its belief in collective leadership and democratic traditions. A particular reflection of this practice may be seen in the extensive delegation of authority to the Heads of the various Departments in the college.

The Ways in which Heads of Departments participate in the Management Process:

i) The Head of the Department scaling the Teaching Plans of his/her departmental members.

ii) He/she is empowered to make adjustments in the routine, and to allot teaching assignments and evaluation duties.

iii) He/she enjoys the privilege of convening departmental meetings where the programmes for the entire term are decided.

iv) He/she often takes the lead in planning seminars, career counselling sessions, remedial measures, interdepartmental or/and inter-college exercises.

v) He/she is at liberty to introduce creative and innovative measures for the benefit of his/her students.

vi) He/she, in consultation with his/her department oversees the paper setting, moderation, evaluation, and marks submission of all internal examinations of the department. All faculty members participate, debate, discuss & give suggestions in faculty council meetings which occur on regular basis etc.

The principal collectively with the advisory committee, staff council, various conveners of committees, coordinators, head of the departments, non-teaching staff and student representatives work as single governing unit in the benefit of the institution

under participative management. The college administration maintains regular and active interaction with all stakeholders' viz., students, parents, alumni, and industry.

File Description	Documents
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/committees">https://www.govtpgcollegeuna.in/committees</a> /
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Our college is committed to impart Quality education to the youth enabling them to develop the right attitude, professional competence and inculcating the right ethical values. We have a formally stated Quality Policy. The College has very effective internal coordination and monitoring mechanisms. The Principal of the College takes initiative to ensure effective co-ordination between and among the functionaries of the College. On the basis of various policies formulated, objectives are laid down and plans made, a regular follow-up is maintained, thereby encouraging greater support and coordination. Our quality policy is "to pursue standards of excellence in all the areas of teaching, learning, services offered and administration". It has been developed by IQAC based on the objectives set up by the institution for achieving excellence in all the areas of working. The drive towards excellence is instilled among staff members and students by reiterating its importance time and again and has resulted in offering high quality services to our stakeholders. Standardizing routine procedures, conducting regular interactive meetings at all levels and periodical checks through audits and compliances have ensured adherence to our quality policy. Our quality policy is reviewed by IQAC, taking into consideration the feedback received from the stakeholders.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
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.

The administrative cell of the college has digitized its records for easy storage and retrieval of data using desktops. Administrative circulars and notices are received and communicated electronically both using e-mails and whatsapp to faculty members and through emails to Himachal Pradesh University, Himachal Pradesh Government and UGC etc. The important information and schedules regarding admissions, examination and cultural programs etc. are uploaded on the institute's website and prompt response is sent electronically about emails received from students, parents and other concerned departments.

#### Finance and Accounts:

Salaries of faculty members and other staff is transferred directly to their bank accounts. The annual financial statements contain both revenues and expenditures are audited regularly by engaged Local CAs and Government Auditors. Accounts Department of the college ensures digitization of its records on timely basis for storage and easy retrieval of the financial data.

File Description	Documents
Paste link for additional information	<a href="https://himachal.nic.in/index1.php?lang=1&amp;dpt_id=5&amp;level=0&amp;linkid=375&amp;lid=188">https://himachal.nic.in/index1.php?lang=1&amp;dpt_id=5&amp;level=0&amp;linkid=375&amp;lid=188</a>
Link to Organogram of the Institution webpage	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2022/10/IMG_20221006_162606.jpg">Link to the https://www.govtpgcollegeuna.in/wp-content/uploads/2022/10/IMG_20221006_162606.jpg</a>
Upload any additional information	<a href="#">View File</a>

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>A. All of the above</b>
File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>
<b>6.3 - Faculty Empowerment Strategies</b>	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p><b>Welfare measures for Teaching and Non-Teaching Staff</b></p> <ol style="list-style-type: none"> <li>1. Contributory provident Fund/Employee provident fund</li> <li>2. Gratuity as per Govt. Rules</li> <li>3. Sabbatical leave will be sanctioned with full pay to teaching staff for attending FDP/ Work Shop/Conferences who have registered for / Pursuing to The Ph.D. work.</li> <li>4. Six months Maternity Leave with Pay</li> <li>5.Canteen Facility is provided</li> <li>6.Apperciation for Faculty member for good work</li> <li>7.Employees are encouraged to participate in sports competitions etc.</li> <li>8. As per central and Himachal Pradesh Government rules.</li> </ol>	



File Description	Documents
Paste link for additional information	<a href="https://cag.gov.in/ae/himachal-pradesh/en/page-ae-himachal-pradesh-about-gpf">: https://cag.gov.in/ae/himachal-pradesh/en/page-ae-himachal-pradesh-about-gpf</a>
Upload any additional information	<a href="#">View File</a>

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

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

00

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

**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**

03

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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 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

58

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

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

Performance Appraisal System of Teaching Staff Institute follows a well-defined and framed model of performance appraisal system namely API as per UGC guidelines. It is based on mainly three categories

1. Teaching, learning and evaluation related activities

- a. Lectures, tutorials, practical hours or other teaching duties
- b Preparation and imparting of knowledge
- c. Use of participatory and innovative methodologies
- d. Examination Duties

2. Professional development, co-curricular and extension activities

- a. Students related co-curricular extension and field based activities
- b. Contribution to corporate life
- c. Professional development activities

3. Research and Academic Contribution

- a. Research papers published in referred journals, conference proceedings etc
- b. Research publication in Books
- C. Training courses and conferences/seminar/workshop

Student satisfaction is given utmost importance hence it is a part of the faculty appraisal system.

The feedback helps to review and improve the quality of the teaching-learning processes The feedback is conducted in online mode. Apart from feedback, faculty is also assessed on performance of the students.

Performance Appraisal System of Non- Teaching Staff

The Institution Head assumed different types of duties to Non Teaching staff. Their work is also evaluated from time to time. In this regard, the duty of teaching staff is to supervise their work.

File Description	Documents
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/downloads/">https://www.govtpgcollegeuna.in/downloads/</a>
Upload any additional information	<a href="#">View File</a>

#### 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

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.

The internal audit of all the student funds is carried out by the Bursar of the college regularly. The external audit of all govt. grants/other grants is carried out by auditors of the Auditor General of Himachal Pradesh. The last audit was done in March 2021. Being a Govt. institution, the College complies with all the suggestions/objections of the auditors. The College on its own arranges the audit of all PTA and HEIS funds and UGC grants etc. which is carried out by authorized chartered accountants.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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)

21120

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

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

Institute maintains & follows a well-planned process for the mobilization of funds and resource. The process involves various committees of the institute as well as the Department Heads and Accounts office. Institute has designed some specific rules for the fund usage and resource utilization as per the rules and regulations framed by the Directorate of Higher Education.

Mobilization of Funds, the student Tuition fee is the major source of income for the institute.

Alumni contribute to the institute by raising funds to purchase items like water coolers, wall clocks, etc.

A finance committee has been constituted to monitor the optimum utilization of funds for various recurring and non-recurring expenses

The purchase committee seeks quotations/Gem portal from vendors for the purchase of equipment, computers, books, etc.

The quotations are scrutinized by the finance and purchase committee before a final decision is made based on parameters like pricing, quality, terms of service, etc.

The Principal, finance and purchase committees along with the accounts department ensure that the expenditure lies within the allotted budget.

#### Resource Mobilization Policy and Procedure

Before the financial year begins, Principal and Heads of Departments prepare the college approximate budget.

The institutional budget includes recurring expenses such as

salary, electricity and internet charges, stationary & other maintenance costs.

It includes planned expenses such as lab equipment purchases, furniture, and other development Expenses.

The budget is scrutinized and approved by the top management and Governing Council.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 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

IQAC is one of the major policy making and implementing unit in our college. It strives hard for upgrading the college infrastructure and all support facilities to meet the standards of higher education and growing need of students.

Academic Audit through IQAC :-The college takes academic audit of each department and various committees every year through IQAC to increase and maintain the quality of education. Academic Audit Committee is set up for this purpose. At the beginning of academic session, the committee collects academic plan including publication, extension activity, collaboration, innovative and best practices, assignment, ICT based activity, and workshop supposed to organize for better performance. The Committee evaluated plan submitted by the departments and committees and reviewed their academic progress. Implementation of Green practices in the campus: · The IQAC proposed to initiate various green practices (Green & energy audit report) to maintain eco-friendly college campus through the activities i.e. Tree Plantation, Plastic Eradication, Clean and Beautiful Campus, Save Power, Awareness Programme on Renewable Energy etc. For the better implementation of green practices, IQAC distributed these activities among various departments.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/drive/computers">https://drive.google.com/drive/computers</a>
Upload any additional information	<a href="#">View File</a>

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 IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. Admission to various programmes, vacations, examination schedule are notified in the Academic Calendar. All newly admitted students must compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute. All students are also given a guided tour of the campus and the various facilities. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the commence of the classes. Important announcements are made through public announcement system. Feedback from students is also taken individually by teachers for their respective courses, by Academic review through periodical meetings. Most of the classrooms and halls have been equipped with ICT facilities with either smart interactive panel with easy board software or projectors with motorised screen and computer system or digital podium. 50 mbps Internet Connectivity is enabled in all smart classrooms. The campus is very wide so LAN connectivity is fabricated and internet lease line with bandwidth of 100 Mbps in MCA Lab and other offices.

File Description	Documents
Paste link for additional information	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2023/10/final-lesson-plan.pdf">https://www.govtpgcollegeuna.in/wp-content/uploads/2023/10/final-lesson-plan.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**D. Any 1 of the above**

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

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2023/03/Annual-Report-2022-23-2.pdf">https://www.govtpgcollegeuna.in/wp-content/uploads/2023/03/Annual-Report-2022-23-2.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

The college strongly supports the idea of gender equity in all of our institutional procedures, including both academic and non-academic activities. Our students come from diverse socio-cultural backgrounds and we take conscious efforts to engage them on the issues of gender sensitivity. Being a co-educational institution the Government College Una is always sensitive and empathetic towards social problems pertaining to girl students. A separate NCC unit (1 HP GIRLS BN SOLAN) is also there for girls with the aim of developing character, comradeship, discipline, a secular outlook, the spirit.

- The campus has 24/7 security services, monitored by CCTV and LED display in Principal's office.
- Security guards are always on duty at the college gate during working hours.
- Identity cards are issued to all students and are mandatory for entry into the college.



- First aid facility is maintained in the college. First-Aid committee and First aid room is there in the college.
- Separate washrooms for the male and female teaching staff, non-teaching staff and students are provided.
- Suggestion boxes are established in the college for all students.

The college has separate girl's common room. The room is facilitated with washroom, dressing mirror and sanitary napkin vending machine and is under the regular supervision of committee.

Girl students are given age relaxation for admission at UG and PG level as per the government guidelines

Tuition fees exemption is provided to bonafide himachali girl students.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2023/11/7.1.1-2023-24.pdf">https://www.govtpgcollegeuna.in/wp-content/uploads/2023/11/7.1.1-2023-24.pdf</a>
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	<a href="https://www.govtpgcollegeuna.in/wp-content/uploads/2023/11/7.1.1-2023-24.pdf">https://www.govtpgcollegeuna.in/wp-content/uploads/2023/11/7.1.1-2023-24.pdf</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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**

**Solid waste management:**

Dustbins are positioned in laboratories, on each level of the college building, along walkways, and in many other locations throughout the campus to ensure that the campus is kept tidy and clean for the benefit of the students. As part of their service, NSS volunteers occasionally conduct campus cleanups. In science laboratories a wide variety of trash is produced.

**Liquid waste Management:**

Underground sewage tanks have been constructed for the management of liquid and sewage waste produced in the college. The liquid waste that is produced from the restrooms and the cafeteria is directed into created subterranean tanks.

**e-Waste management:**

The amount of e-waste produced by the college is rather low. All the e-waste produced is stored in a separate room.

**Waste Recycling system:**

No waste recycling system is available in the college. Paper waste is sold to the local scrap dealer for recycling. No biochemical, hazardous chemical and radioactive waste is produced as such in the college. In the year 2022 the live project "Eco Freak" for the waste management was conducted by MBA department.

**Awareness programmes:**

Various awareness programmes were also conducted by the college to aware the students regarding waste management.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available**

B. Any 3 of the above

**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**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

### **7.1.5 - Green campus initiatives include**

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

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>

### **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**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

<p><b>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</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p><b>B. Any 3 of the above</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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	No File Uploaded

<p>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).</p> <p><b>Socio-Economic Diversities:</b></p> <p>To promote equity among the students belonging to different socio-economic strata, the financial assistance in the form of fee-concession and various scholarships are provided to the needy</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

students by the institutions under various centre/ state sponsored schemes.

#### Linguistic Diversities:

Our college Magazine Sombhadra gives a platform to the students of this institution to present their ideas and writing skills in different languages We also promote tolerance and harmony towards linguistic diversities by organizing various literary competitions.

#### Cultural Diversities:

The students take part in various district level, state level, inter college competitions like folk song, folk dance, on the spot photography, clay modelling etc.

#### Regional Diversities:

The students performed different regional dance forms like Naati, Bhangra, Giddha, Kathak etc. during the annual prize distribution function and other cultural events organised in the college thereby showing diversity of culture of India.

#### Communal Diversities:

To generate the feeling of Patriotism, oneness and social harmony among the students different activities like: Poster making, Slogan writing and Rangoli making competitions and awareness rallies are organised in the college campus under nation-wide campaign AZADI KA AMRIT MAHOTSAV. These activities have a very positive impact on society's cultural and communal thoughts.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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

The constitution emphasizes to secure to all its citizens equally : Justice, Liberty, equality and Fraternity. Therefore, various departments of the college and NSS/NCC/R&R units are actively involved in conducting various activities for sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens. The college organizes various Electoral Awareness Programs, the Constitution Day was celebrated to inculcate the constitutional obligations for ethics, values, rights, duties and responsibilities of citizens. Several courses that the students' study, especially in humanities and literature, have portions pertaining to the Indian constitution and constitutional values. Students in MA and self-financed` courses are admitted to the college by a strict adherence to reservation policies and rules, ensuring justice and equality to all categories of students.

As a part of moral, social responsibilities to become good citizens of the countries various activities like: Poster Making, Quiz Competition, Videography and Extempore speech competition on HIV/AIDS awareness were organised.

An essay writing competition on Nasha Mukh Bharat Abhiyan, debate competition on the topic Collective Fight against Corruption in India a Distant Dream, 'Road Safety Awareness Programme' and a 'Quiz Competition on Biodiversity' were organized and an Awareness Rally for Plastic Ban were organised was conducted to create sentience about the drug abuse and its harmful effects. Guest Lectures on Cyber Crime and Career Guidance, Cyber Security and Road safety and Disaster Management were organised to sensitize students to become responsible citizens of our country.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**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**

A. All of the above

professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

The events which were celebrated are

21st June: International Yoga Day. All the staff members along with many students participated in this camp.

24th September: September 24 is observed as NSS Day since 1969.

27th September: World tourism day . Various competitions were organized such as declamation, rangoli, quiz on tourism etc.

1st December: World's Aids Day was celebrated by the Red Ribbon Club, with the aim to increase the awareness and understanding HIV/ AIDS among the college students.

2nd December: National Pollution Control Day is observed on December 2 to commemorates those who lost their lives in the 1984 Bhopal Gas tragedy

22nd December: On national mathematics day.

28th February: National Science Day was organized in the chemistry department.

14th March: A Lecture on National Millets Day was delivered by Dr. Sumiksha, Associate Professor (Botany) GC Una.

15th March: The World Consumer Rights Day as a means of raising global awareness about consumer rights and needs.

13th March: International Women's Day was celebrated by the students to honour the Social, cultural, economic and political achievements of women.

22nd March: The observance day held on 22 March that highlights the importance of fresh water.

23rd March: Shaheedi Diwas. To pay tribute to the freedom fighters.

24th March: World Tuberculosis Day was celebrated.

8th May: International Red Cross Day was observed, in which Dr. Rajinder delivered a lecture, and a documentary was also shown to students aware them about the history of Red Cross.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
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: Financial help to needy students from PTA fund:**

**Objectives-**

- To encourage and uplift students from financially disadvantaged backgrounds.
- To empower those girls students who do not pursue their studies due to limited family resources.

**The Context-**



The administration of the college, in the interest of helping students and with an eye toward the "right to education," came to the conclusion that assisting financially struggling students in maintaining their enrollment was the best way to reduce the number of students who dropped out of college.

#### The Practice-

In order to fulfill this objective, the college has used money from its PTA fund to provide assistance to them. During session 2022-23, 27 students got benefit from this practice. Out of 27 students, 13 students from arts stream got 1000/-each, 3 students from Science stream and 1 student from B.C.A got 1500/-each, 10 students from commerce stream got 1200 /-each.

2. Project Sombhadra by MBA students of our College under NRLM-Scheme.

#### Objectives-

- To inculcate the spirit of social-service among students.
- To provide valuable real-world experience to students by communicating and working with society.
- To explore the talents of students in different fields.

\* To make contribution in socio-economic development of state.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 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

To choose a right career is a crucial aspect of an individual's life because the whole future depends only on the single decision. Career counselling is a process that helps students to identify their strengths, interests, and abilities, and provides guidance on potential career paths. It assists students in selecting the right course of study, identifying potential careers, and making informed decisions about their future. It enables students to understand their skills, interests, and personality traits, and helps them explore the various career

options available to them. In this regard, career and placement cell of Govt. College Una has organized various career counselling courses and programs time to time such as Project Sombhadra, Rojgar Mela and Niyukti Utsav. The project Sombhadra aims to promote the products made by self-help groups and creation of e-Commerce platform by MBA students of our college. It will help to increase the attention of the people towards "vocal for local". Rojgar mela has been organized by Career and Placement cell of our college in which 25 companies were invited and students of various streams had participated and around 55 students were selected. The Rojgar mela was a significant event aimed at bridging the gap between job seekers and employers. This makes the institution a distinct place offering complete and comprehensive education under one umbrella for the youth of the area. It, therefore, justifies its place as the lead institution of the district.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

#### Future Plans of action for next academic year

The proposed future plans of action for the next academic year are as follows:

- The construction of a new arts building is expected to be finished, with the subsequent transfer of ownership to the institution.
- The establishing of a distinct library dedicated to the study and preparation of competitive examinations.
- The process of strategizing for the construction of an auditorium.
- Upgradation of college entrance gate.
- The planning and construction of an amphitheatre and auditorium with a total seating capacity of 2000 people.