



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	GOVT. COLLEGE SANJAULI, SHIMLA
• Name of the Head of the institution	Dr. Chander Bhan Mehta
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01772640332
• Mobile No:	9418474124
• Registered e-mail	principalsanjauli@gmail.com
• Alternate e-mail	iqacgcsanjauli@gmail.com
• Address	Govt. College sanjauli
• City/Town	Shimla
• State/UT	Himachal Pradesh
• Pin Code	171006
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Himachal Pradesh University Shimla -6				
• Name of the IQAC Coordinator	Dr.Rajesh Dhorta				
• Phone No.	01772640332				
• Alternate phone No.	9805712373				
• Mobile	9816057188				
• IQAC e-mail address	principalsanjauli@gmail.com				
• Alternate e-mail address	iqacgcsanjauli@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gcsanjauli.edu.in/files/aqar/aqar2019_20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://gcsanjauli.edu.in/files/admission/academic_calender_2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B+	2.63	2017	02/05/2017	01/05/2022
Cycle 1	B	70.75	2004	03/05/2004	02/05/2009
6.Date of Establishment of IQAC			22/12/2012		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Government College Sanjauli, Shimla-6	RUSA	MHRD	2020	50,00,000
Government College Sanjauli, Shimla-6	NSS	MYAS	2020	23,500
Government College Sanjauli, Shimla-6	NSS	MYAS	2021	85,500
Government College Sanjauli, Shimla-6	BVoc	Asian Development Bank, HP KVN	2020	22,25,000
8. Whether composition of IQAC as per latest NAAC guidelines		Yes		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 		View File		
9. No. of IQAC meetings held during the year		04		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 		Yes		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 		View File		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?		No		
<ul style="list-style-type: none"> If yes, mention the amount 				

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

1. IQAC had a special task cut out in view of the Covid 19 pandemic during the year, 2020-21. Unprecedented circumstances demanded creative solutions and planning for the year that brought to the fore a need to shift all activity online. Teachers and non-teaching staff had to be encouraged to overcome their resistance to technology so that the instructional and assessment processes could be shifted online. The staff was trained during the first week of the session in the creation and use of e-content. Teachers were shown how to use various software and platforms like Google classroom to interact with students.

2. Reports gradually emerged regarding episodes of domestic violence, mental health and sexual violence. It was decided that the college should reach out to such students and offer them a platform where they can share their problems. Helpline numbers of the state Women's commission introduced specially for the Covid situation were shared with the students. Advanced cases of depression/mental health were referred to the department of Psychiatry and mental health at the state hospital. Special Covid Helper teams were constituted to keep in touch with students who had fallen ill due to the virus or lost their family members. It was decided that any student who lost their parents due to Covid would be provided financial aid by the college to ensure they do not drop out of college.

3. IQAC mobilized the Placement Cell to guide the outgoing students to seek unconventional career paths since the job market was seeing a slump and employability had taken a major hit. Workshops for orienting the students towards entrepreneurship were organised to train students for self-employment. Soft skill enhancement seemed to gain extra significance in the evolving crises and the college recognised this. Special programmes were conducted to make students ready for a market that was witnessing heightened competition.

4. Covid appropriate protocol was the need of the hour, not just because the government mandated it but also because we recognized the sensitivity of the crisis. Sanitation, temperature scanning, and distancing were ensured by specially designated committees. Masks were given to anyone found without one. Students in the hostel were the special responsibility of the college administration. Arrangements were made to keep them engaged in the campus itself so that they did not need to go out of the college. Care was taken to ensure that they were being given the right diet and that the hostel was sanitized every day. Ministerial staff in the hostel was made to undergo mandatory corona tests and vaccination.

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
Shift curriculum online. Ensure webinars and other activities as far as possible. Covid specific protocol to be initiated.	Classes continued online even when colleges were closed during lockdown. Vaccination Drive organised in the college for students and others. Teachers put on duty to ensure Covid-appropriate behaviour in the hostel.
Gender and Mental Health Counselling in view of emerging trends during the lockdown.	Members of Women's Cell provided weekly counselling to students who needed to talk to them. A mental health counsellor was made available every fortnight. Covid Helpers group created
Placement cell to guide outgoing students online about alternate modes of employment.	Four sessions were conducted online by the placement cell to guide students. Students also linked with IBS Gurugram online for "Employability: Preparing students for Novel Careers Programme on Soft skills in collaboration with Amity Noida
Work on SSR to begin. Committees to be formed to collect data and records.	Seven committees formed and monthly meetings with IQAC carried out for progress update.
Capacity Building Programmes for teaching and non-teaching members to be conducted online.	(1) Workshop on NEP . (2) Workshop on Investors' Awareness

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	11/02/2022

15. Multidisciplinary / interdisciplinary

The college is aware of the increasing focus on multi and interdisciplinary approaches as enshrined in the National Education Policy, 2020. As stated repeatedly, we are an affiliated college (to Himachal Pradesh University, Shimla), and the onus of curriculum design and modification largely rests with the University. To understand what the national vision is, for the next 25 years, the college organized a workshop and interaction with the Education Minister and resource persons from the central advisory on NEP (HP). The curriculum we have in place right now is multidisciplinary to a very large extent. An example of this is our generic courses on gender and folk cultures. Different departments offer courses on gender with their specialized thrust. Similarly, issues pertaining to culture, environment, and values feature in different courses from diverse perspectives. Understanding the need of extending infrastructure for the implementation of recommendations of the NEP, 2020, the college is already in the process of making a hostel for girl students. The college is situated in the green zone of the city that does not permit construction. But we have been able to acquire permission for the expansion of our buildings within the campus.

16. Academic bank of credits (ABC):

The Academic bank of credits is expected to be introduced by our affiliating university in the coming sessions. As and when that happens, we shall follow their lead, since we are obliged to adhere to their prescription. For now, we are following the old routine introduced in CBCS 2013.

17. Skill development:

The college offers the B.Voc. program with linkages to the HP Kaushal Vikas Nigam and the industry. In addition to this, the BCA and PGDCA programs also deliver transferable skills to students. Life skills, soft skills and communication skills are integrally woven into our curriculum through some of the courses and extra-curricular activities.

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

Indian knowledge systems find a place of pride in our curriculum through content delivered in many of our courses. The departments of Sanskrit, Hindi, English (yes, surprisingly!), Philosophy, History, Music, Sciences (specially Ethnobotanical and medicinal plants), Sociology, etc. are actively transacting information pertaining to these and are adding to their understanding of modernity in the larger context of tradition. Moreover, a large part of our content is delivered in classrooms in Hindi and other mother tongues.

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

The college defines program outcomes, course outcomes, and endeavors to meet the objectives of these programs and courses. We try to assess the success of these outcomes by evaluating our Student Progression data to see if some of these outcomes are in sync with the expectations of the college and the students. We also assess outcomes through CCA, co/extra-curricular activities, and feedback from all stakeholders.

20.Distance education/online education:

We do not have any provision for online/distance education as a program, but the college is a regional center for IGNOU.

Extended Profile

1.Programme

1.1	422
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	3070
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1305
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template		View File
2.3 Number of outgoing/ final year students during the year		855
File Description		Documents
Data Template		View File
3.Academic		
3.1 Number of full time teachers during the year		60
File Description		Documents
Data Template		View File
3.2 Number of Sanctioned posts during the year		63
File Description		Documents
Data Template		View File
4.Institution		
4.1 Total number of Classrooms and Seminar halls		27
4.2 Total expenditure excluding salary during the year (INR in lakhs)		42,26,435/-
4.3 Total number of computers on campus for academic purposes		169

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

The College is affiliated to Himachal Pradesh University and follows the Syllabus and Curriculum designed by the university. At the beginning of each academic session, the syllabus is discussed thoroughly and workload is divided among the teachers on the basis of their interest/specialization. College administration provides a well constructed weekly Schedule/ time table for each class. Departmental Heads prepare the faculty time table which is approved by the Principal. The content of the syllabus taught is tested through various class tests and Midterm examination. CCA has also been introduced with special focus on the program structure, evaluation, grading system. Midterm tests form a part of internal assessment. Other components of the internal assessment are attendance and marks given for assignments and classroom interaction. The office maintains all records pertaining to students, infrastructure, teachers, admissions and results. Teachers are responsible for maintaining records regarding students' assessment, attendance and other activities. Records registers are maintained for all clubs, societies and committees. Reports and minutes of meetings are maintained in these registers. The website is maintained as the mainstay of important information. The IQAC is responsible for documentation of the planning, analyses and action regarding developmental and quality enhancement processes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gcsanjauli.edu.in/e_shiksha.php

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

Govt. College, Sanjauli is affiliated to Himachal Pradesh University Shimla. The academic schedule is issued by H.P. University and Department of Higher Education. Based on these, the college makes its own academic calendar. The teaching and extra-curricular activities along with their prospective activities and dates are clearly defined. The students are informed beforehand about the possible dates of End Semester Examination, Mid-term Examination, Assignment

presentation, intra and inter-department seminars and activities. The academic calendar of the college also prescribes the possible dates of various activities like youth festivals, sports and cultural contests. College adopts changes in the curriculum made by the board of studies according to the needs of the changing time. To ensure effective curriculum delivery time the recommendation of the board of studies are strictly followed. Midterm tests are conducted for all classes and evaluation scripts with feedback are shown to the students. Classrooms seminars are conducted to both U.G and P.G classes. Students are encouraged to participate actively in these seminars. In order to ensure holistic development of students, they are encouraged to participate in co curriculum and extra curriculum activities in and outside the college. Weightage in attendance is given for such participation in accordance with the norms of the university.

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

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

07

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

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File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

NIL

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

0

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

1.3 - Curriculum Enrichment

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

The Syllabus designed by the H.P University has many components that address the core areas of an undergraduate's life. Cross cutting issues like gender, climate change, environment education, human values find ample space in the curriculum. The college organised different lectures online to supplement the content transacted through the courses. All the students, irrespective of their stream, have to undertake the paper on Environmental Science (EVS) as a compulsory course in the first year of their program. Generic courses are taught to final year students. Topics covered under this subject are related to folk cultures of Himachal Pradesh, politics, disaster risk management, human rights, gender, violence and e-Governance. Students have benefitted immensely from these courses and additional sessions/workshops/activities. Supplementary activities like tree plantation, cleanliness drives, gender sensitisation and human rights were regularly taken up by the NSS, NCC, Rovers and Rangers, and women of the college to instil awareness, sensitivity as well as activism among the students. Social outreach and extra-curricular activities are designed in a manner that all these crosscutting issues of human values are woven into them.

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

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

40

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

1871

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

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
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	View File
URL for feedback report	https://gcsanjauli.edu.in/feedback.php

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

3380

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

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

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

813

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution has devised a mechanism to aid both slow and advanced learners. Immediately after admission, all the subject teachers are provided with a list of students along with their

scores in Class X and XII. For the next one month, the teachers, through classroom interaction gauge the level of comfort that a student feels with his/her subject(s) through discussion, quizzes, class tests, and presentations. The students found wanting in basic concepts of their subjects or even in language and expression are encouraged to participate in remedial sessions held towards the end of the timetable. The teachers are also asked to identify advanced learners in their subjects and appoint them leaders of peer groups to assist the slow learners. This helps in making peer learning fun and interactive and at the same time contributes to conceptual clarity too for advanced learners. Further, the Advanced learners are suggested extra reading lists that are of higher difficulty level to supplement their classroom experience. They are also made to attend coaching sessions for JEE and JAM. They are encouraged to enroll themselves in relevant courses on portals such as SWAYAM.

File Description	Documents
Link for additional Information	https://gcsanjauli.edu.in/timetable.php
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3070	60

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Faculties of Science, BCA, and Vocational courses such as B.Voc have dedicated courses with practical schedules for participative and experiential learning. The teachers leave no stone unturned to make the teaching-learning exercise interesting, creative, and student-centric. The year 2020-21 was exceptional as the prolonged lockdown due to the COVID-19 pandemic hampered experiential and participative learning in person. However, this opportunity was turned into a boon

and the teaching-learning mode was shifted to online mode and the students were introduced to online platforms such as Google Meet and Zoom. Just like a traditional classroom, teaching here too was made interactive with online quizzes, e-assignment presentation and queries/comments through the chat-box. To supplement the online teaching, students were encouraged to access free learning e-resources such as 'e-PgPathshala', Project Guttenberg and N-List. Special online lectures were arranged for students with external resource persons. Some select students were invited to join the online conference organized by the college on NEP 2020. This first-hand experience of using ICT-enabled tools and platforms was instrumental in accentuating experiential, blended, and participative learning. The NCC, NSS, R&R and other clubs and societies of the college contribute significantly to enhancing experiential and participative learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	/https://gcsanjauli.edu.in/files/bvoc/placement_data_retail.pdf

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

Tapping the opportunity offered by the prolonged lockdown due to COVID-19, the practice of blended teaching-learning was enhanced manifold. For a large part of the academic year, the classes were held online on platforms such as Google-Meet and Zoom through PowerPoint presentations. The attendance was marked through Google forms. Whatsapp groups were formed for each course separately and besides posting important notices, the queries of the students were answered too. Moreover, the links to e-resources from the internet and e-books were shared on these groups. Some of the staff posted their audio-visual lectures on platforms such as Youtube. The students, who had gone to their respective villages at the beginning of the lockdown and faced connectivity issues in joining online classes, e-notes in the form of compressed PDFs were shared. The staff, mostly residing in and around Shimla, made use of the Virtual, Smart classrooms and the computer labs of the college with hi-speed internet connectivity to prepare online content for their students and also teach the use of such technology to students who

were earlier not well-versed with it.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gcsanjauli.edu.in/ict_tools.php

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

51

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

60

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

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

31

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

740

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

2.5 - Evaluation Process and Reforms

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

Being an affiliated college, the institution has adopted the HPU mandated criteria for internal assessment of the students. A total of 30 marks are reserved for it, out of which the mid-term examination is held for 10 marks as per the schedule mentioned in the Academic Calendar for the session. The evaluated answer-books are shared with the students with feedback to improve. Some class-tests or quizzes too are conducted before the end-term examination and an aggregate of 5 marks are assigned towards it. A total of 10 marks are reserved for assignment preparation and presentation which is done inside the classroom itself and the score with feedback is shared with the student on the spot itself. During the academic year 2020-21, most of this exercise was conducted in online mode. 5 marks are reserved for attendance with 1 mark for 75% attendance, which is the minimum a student has to score to appear in the end-term examination. Further, 2, 3, 4 and 5 marks are reserved for 76 to 80, 81 to 84, 85 to 89, 90 to 94 and above 95% attendance respectively.

File Description	Documents
Any additional information	View File
Link for additional information	http://52.172.15.68/HPUIUMS_Live/(S(sbymynllwys4o0jhy214zewx))/LoginTeacher.aspx

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

After the conduct of the mid-term examination, which is for 15 marks, the evaluated answer books are shown to the students with necessary feedback and suggestions to improve. In case, a student is still dissatisfied with the awards, s/he can write to the Principal who directs it to the Grievance Redressal Committee. It has members from other disciplines too including the Head of the Department concerned. The application is to be resolved within a period of 10 days as mandated in the Student Charter of the college. It also mandates the Right to Know one's internal assessment. Before the End-term exam, one test is conducted in each trimester besides the mid-term examination, quizzes and assignment presentation. These frequent assessments give a very fair idea about the academic performance of the student concerned. The other component is assignment presentation in which open presentations are done in the class and the score is revealed on the spot itself. Most applications received from students relate to End Semester Examination awards which is conducted by the affiliating University. Most of the complaints are related to the non-uploading or verification of awards of ESE marks by the affiliating university.

File Description	Documents
Any additional information	View File
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.

Being an affiliated college, HPU prescribed syllabus, Program and Course Outcomes are adopted by the institution. Immediately after the conduct of the 'Orientation Program' for fresh students, the next few days are devoted by the teachers in each Program and Course to apprise the students about the Program and Course outcomes. It is

based on these sessions that the freshly admitted students take the final decision of whether to continue in the subjects allotted to them or opt for a change. A window of 10 days is provided for a change in subjects, the permission to which is granted by the College Principal. Program outcomes and course outcomes for all programs offered by the institution are uploaded on the website of the institution under the 'Departments' hyperlink. It is also shared with the students in their Whatsapp teaching group. The intended program and course outcomes aim at a judicious amalgamation of theory and practical. The SEC (Skill Enhancement Courses) explicitly aim for inculcating practical aspects of their respective subjects.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://gcsanjauli.edu.in/departments.php
Upload COs for all courses (exemplars from Glossary)	View File

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

The evaluation of Program Outcomes and Course Outcomes is done frequently throughout the academic year, in both spheres of curricular and co-curricular activities. In curricular activities, it is assessed through performance in the mid-term examination, end-term examination, practical examination, class tests, quizzes, project work, group discussions, remedial classes, and assignment presentations. Feedback is shared with the students individually. The attendance-cum-record registers have dedicated columns for attendance, mid-term exam, and assignment components. Program and Course Outcomes are also assessed through the student's participation in activities such as Debates/ Declamation/Quizzes and Intra and Inter college competitions organized by HPU. Feedback is also sought from stakeholders such as parents, students, and alumni. The students who face difficulty in maintaining pace with the desired Program and Course outcomes are encouraged to enroll themselves in 'Remedial Classes' which are held towards the end of the timetable. The college also maintains a record of the academic progress of students to other institutions of higher learning for post-graduate courses. The college also maintains a record of students who crack various job-related competitive examinations. The clerk-in-charge of issuing final year mark sheets and Character Certificates meticulously notes it down in the register maintained by him.

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

2.6.3 - Pass percentage of Students during the year

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

845

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://hpuniv.ac.in/university-detail/examination/result

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://gcsanjauli.edu.in/files/feedback/ss_feedback_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

3

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://ichr.ac.in/v2/

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

3

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

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

5

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

3.2.2 - 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

24

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

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

Session 2020-21

NSS- NSS provides students with opportunities for serving the community, nation, and society.

Activities:

- 1).15/8/2020- Mask and Hand wash distribution campaign.
- 2). 24/9/2020- Virtual Celebration of 51st NSS foundation Day
- 3). 11/10/2020- Mission Sabla an online women self-defense awareness campaign.
- 4).24/10/2020- National Celebration of Solidarity Day

- 5). 26/11/2020- Constitution Day celebration.
- 6). 06/12/2020- Prabhat Phreiesto observe "Fit India Week".
- 7). 16/12/2020- "Padho Aur Padhaao" Abhiyaan organized.
- 8) 09/11/2020 District Level Pre RD Selection Camp
- 9) 12/11/2020 State Level Pre RD Selection Camp
- 10) 04/03/2021 to 09/03/2021 Youth Empowerment Seminar with Art of Living

NCC whose aim is "Unity and Discipline" aims at developing discipline, character, brotherhood, and the spirit of adventure amongst young citizens.

Activities

- 1). 21/06/2020- International Yoga Day.
- 2). 26/6/2020- International Day against Drug-Abuse and Illicit trafficking.
- 3). 1/08/2020-15/08/2020- Aatama Nirbhar Bharat Abhiyaan and Independence Day celebrations.
- 4). 15/8/2020-14/09/2020- Fit India Campaign.
- 5). 01/10/2020- 06/10-2020- Webinar on "Ek Bharat Shresth Bharat".
- 6). 07/11/2020 - National Cancer Awareness Day.
- 7). 15/10/2020-13/11/2020- Online Swachhta Awareness Program.
- 8). 12/11/2020- SSB Online Training.
- 9). 01/12/2020-15/12/2020- Swachhta Pakhwada.

Activities: Red Ribbon Club

1. International Youth Day
2. Slogan writing
3. Poster making

4. Rangoli
5. Quiz competition

Scouts and Guides

1. 7 students participated in RD Camp.
2. IInd position in Virtual Camp of State Scouts against Corona. Ranger Anjali Verma got IV position at the State level.

File Description	Documents
Paste link for additional information	https://gcsanjauli.edu.in/nss.php
Upload any additional information	View File

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

NIL

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

37

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

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

790

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

3.4 - 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

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Our institution has adequate facilities for teaching and learning processes i.e. classrooms, laboratories, and computer facilities.

The college has 25 classrooms/lecture halls with different seating capacities i.e. some halls are of 80 seating capacity, some halls are of 120 students seating capacity and some of them are of 200 seating capacity. Each room is equipped with a blackboard, lecture stand, and adequate furniture for the students.

The college has 14 well-equipped laboratories for the science students i.e. Physics - 02, Chemistry - 03, Botany - 01, Zoology - 01, Geology - 01. Each lab has an adequate area of approximately 645.75 square feet with 30 students' seating capacity. Besides this, the Physics lab has 02 dark rooms, one is approximately 108.15 square feet in area and the other is approximately 118.72 square feet in area. The Zoology lab has 01 museum approximately 379.5 square feet in area and the Botany lab has 01 herbarium approximately 379.5 square feet in area. The Department of Computer Sciences has 01 lab which is approximately 1000 square feet in area, Geography has 01 lab approximately 555 square feet in area with 15 computers and a seating capacity of 20 students. There is 01 DIT lab, 01 lab for BBA and BCA students, approximately 600 square feet in area, and 02 labs for B.Voc, each having approximately 250 square feet area.

In all, there are 177 computers. They are protected with the latest versions of anti-virus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcsanjauli.edu.in/infrastructure.php

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

The institution has adequate facilities for sports games, yoga, and cultural activities. For practice and organizing these activities, the college has outdoor as well as indoor spaces. The students practice the various games in the open campus area which is approximately 13000 square feet. This area is generally used to organize the activities like Volleyball, Basketball, Kabaddi, and Athletics. For indoor activities like Badminton, Table Tennis, and Yoga, the institution has a multipurpose auditorium of approximately 5000 square feet. This multipurpose auditorium is equipped with an audio-visual facility and various academic, cultural, and indoor sports activities are organized in the auditorium. The college has a well-appointed gymnasium for use by students and staff. Students use the college compound and the auditorium for cultural activities. The college has hosted significant sports and cultural events of varying magnitude at... college, state, and national levels.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://gcsanjauli.edu.in/infrastructure.php

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

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcsanjauli.edu.in/infrastructure.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

42,26,435/-

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The institution has software for University Libraries (SOUL) for Library management developed by the INFLIBNET center based on the requirements of the college. The partially automated integrated Library Management System (ILMS) being utilized by the library of the college, currently has 21 active members with 922 expired members, and the average expenditure for e-Books and e-Journals every year for the last five years has been INR 5900 lakhs whereas the offline expenditure for books and journals went down by approximately 85% owing to Covid conditions. Also, a total number of students that visited the library came down from 20272 in 2017-18 to 1770 in 2020-21, although the books issued to staff did not see such a steep fall and stayed at 118 in 2020-21 from 230 in 2017-18. The teachers as well as students are registering for the online e-Resources.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

99603

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

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

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

10

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Centre of Excellence has adequate computer facility. There are well functional computers. Students, teachers and the office staff are availing computer/internet use regularly. There has been a quantitative and qualitative improvement in the use of computers. Maximum departments are connected with the available computer networks. The institution frequently updates its IT facilities with Wi-Fi connections. In session 2020-21, an amount of Rs. 19,99,999 /- was utilised for purchasing computers and at the Directorate level purchases worth Rs. 21 lakhs was utilised for purchasing online UPS, interactive panel & accessories and USB Camera for video conferencing system. The institution frequently updates its IT facilities with Wi-Fi connections. CCTV cameras have been installed for the safety and security of the students and the staff members as well as institutional property. The College Website <https://gcsanjauli.edu.in> is used to provide information of the activities, notices and various links pertaining to admissions, departments .

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

4.3.2 - Number of Computers

177

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

53,35,719/-

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Various committees like Purchase committee, Campus beautification committee, Advisory committee, etc are formed at the beginning of the session. Any new requirement of equipment is communicated by all the departments to the Purchase committee. New books are purchased for the library every year as per the requirements given by different departments of the college. The Library committee allocates funds for the purchase of the books as well as for other requirements. Furniture of all the classrooms is timely repaired and purchased as per the requirement. All the classrooms, as well as the campus, are regularly cleaned to maintain a hygienic and healthy environment for the students. The whole campus of the college is covered by CCTV cameras for comprehensive security. All the computers of the College have an antivirus installed on them. Maintenance of sports facilities is carried out for the gymnasium, sports equipment, etc, regularly. The campus is maintained and beautified by the campus beautification committee in consultation

with the Advisory Committee regularly. Committees are formed to take annual stock of all the departments. These committees check the status of equipment and infrastructure that falls in each department's purview.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcsanjauli.edu.in/files/infra_committees_2020-21.pdf

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

284

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File

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

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

1564

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	https://gcsanjauli.edu.in/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

93

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

93

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

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

A. All of the above

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

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

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

25

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

258

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

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

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

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.

01

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

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

Our institution where every voice is given equal opportunity to be heard. Since students are the central focus of the institution, their participation in its activities is undoubtedly essential, hence student representation is mandatory in various committees formed for the same. It also makes decision making decentralized, transparent and further helps running the institution in democratic way.

CSCA Composition

1. President

2. Vice-President

3. Secretary

4. Joint Secretary

5. Seventeen members to be elected from amongst the outstanding students excelling in cultural and co-curricular activities, sports, NCC, NSS, and Rovers and Rangers. Students with the highest marks in the previous qualifying examination are also inducted as members. Office bearers of various clubs and societies also find representation in the Central Body of the CSCA.

Apart from this to inculcate a sense of ownership and responsibility among the students towards the institution students are given mandatory representation in the following committees:

- a) Members, Anti Ragging Discipline committee.
- b) Internal Quality Assurance Cell (IQAC).
- c) Canteen Committee.
- d) Campus beautification Committee
- e) Admission Guidance and Counseling Committee.
- f) Prevention of Sexual Harassment Women Cell.
- g) Social Outreach Activity

h) Student Welfare Committee.

File Description	Documents
Paste link for additional information	https://gcsanjauli.edu.in/files/igac/igac_committee_2020-21.pdf
Upload any additional information	View File

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**

05

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

5.4 - Alumni Engagement

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

Govt. College Sanjauli is an institution of great repute that has been upholding the very essence of the academic and cultural excellence of the region for decades. In its journey to be the Centre of Excellence, the Old Students' Association (OSA)

of the college played an important role. The occasional gatherings of the new and the old provide a mutually beneficial environment for

the betterment of the institution. The OSA of the college has been engaged in organizing various activities since its

inception. It has been arranging meetings, organizing Lectures of luminaries, conducting awareness programs and get-together meets. The activities of the Association that caught everyone's imagination were the following:

a. Various Lectures were organized on environmental issues, drug abuse, women empowerment.

b. OSA meetings are organized on a regular basis to monitor the initiatives undertaken by the OSA and to regularly interact with the students of the college.

c. The OSA organized Fete on 16th March 2019.

With the trust and the support of the college authority and all its members, the Association would definitely develop to be the best OSA in due course of time.

File Description	Documents
Paste link for additional information	https://gcsanjauli.edu.in/osalink.php
Upload any additional information	View File

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

Given that all Government colleges in the state are at par due to their affiliation with Himachal Pradesh University, we have a special challenge to be met; to evolve with the changing trends in education and the job-market, to redefine quality keeping in mind tradition and modernity and infuse values of equity and tolerance in

students while they pursue ambitious personal goals. The college ensures the right environment for students to flourish in. We have the requisite staff strength, infrastructure and facilities. The principal provides effective leadership by allowing all stakeholders to participate democratically in decision-making processes. The Department of Higher Education and Himachal Pradesh University monitor our functioning and strengthen our developmental endeavors. All decisions pertaining to recruitment, salaries, and service issues of the employees are taken by the government. All academic decisions are made by the university. This being the springboard, the college leadership and staff strive to inculcate new practices into the delivery system. The ease with which the college adapted to the Covid situation was commendable. We have upgraded our ICT, infrastructure and mechanisms. All financial dealings are transparent and are audited regularly. Information systems for the benefit of students, staff, and stakeholders are regularly upgraded.

File Description	Documents
Paste link for additional information	https://gcsanjauli.edu.in/files/annual_committee_2020.pdf
Upload any additional information	No File Uploaded

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

The Institution has adopted decentralization and participative management in the process of academic administration. The college functions with the collaborative efforts of the Head of the Institution and all other stakeholders like students, employees (teaching, administrative, ministerial staff), Alumni, PTA and community representatives. The smooth running of the college is ensured by the formation of various committees, the appointment of a bursar and the formation of a staff council. No administrative decisions are made by the principal without consultation with the committees. Committees that are crucial to student welfare have adequate student representation. Examples of such committees are: IQAC, Anti-ragging committee, Women's Cell, Committee for prevention of sexual harassment, and Hostel and Canteen. All decisions made by these committees took into consideration, the opinions, suggestions, and complaints of the students. Student representatives were invited to all meetings of the IQAC. Most suggestions regarding seating in the Canteen, repair of mirrors in the washrooms, and student activities came from the students, approved by the IQAC and

communicated to the concerned committees. Though political activity is officially discouraged as a practice in colleges, we still have student organizations from diverse ideologies. Decisions pertaining to discipline are always taken after discussion with campus leaders of the three prominent outfits.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution strives to reach the pinnacle of excellence through realistic planning and implementation by visionary management, realizing the goals and objectives as per the Vision and Mission of the institution. The institution is managed and led by the Principal in consultation with various bodies such as the ICAC, Staff Council, and College Advisory Committee which envisions and implements the strategic plan and assesses the deliverables from time to time. The College has a realistic approach in understanding the strengths, weaknesses, opportunities and challenges of the Institution. The strategic/prospective plan is developed by the Institution after taking into consideration the suggestions and feedback given by various stakeholders like the faculty, students, parents, and Heads of Departments through different Institutional committees. These committees operate in their respective domain represented by all the stakeholders and have expertise in need assessment, resource identification and allocation.

The IQAC constantly works for quality improvement by brainstorming, proposing, and informing the latest developments in the fields of academics, administration, research, and Student Welfare which our institution should adopt. This is crystallized in the Academic calendar for the year which is prepared at the beginning of the session. The college administration, along with the IQAC, and various academic & administrative committees assess the implementation of the strategic plan periodically.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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.

With the Principal at the apex, the administrative structure of the college depicts the pivotal and exemplary role that bodies such as the IQAC, CSCA, Staff Council, Advisory Committee, House Exam Committee and other cells are expected to play. It reflects the coordination expected from the teaching and non-teaching staff, along with the students and other stakeholders to make the institution aspire for the zenith of academic excellence. It portrays the delegation of powers undertaken by the Office of the Principal for effective administration and optimum utilization of the available resources. The various committees are reflected in the college prospectus and on the college website. The Advisory Committee, Purchase Committee and the IQAC play a key role vis-à-vis the framing of prospective plans and monitoring the effective implementation of decisions taken. Some of the other important committees are the Student Grievance Cell, Anti-Ragging Cell and the Committee for Prevention of Sexual Harassment of Women at Workplace. Being a government institution, the affairs regarding the appointment and service rules are taken care of by the Government. All Conduct and Service rules, and career advancement procedures as notified by the Government and HP University are applicable to the employees of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://gcsanjauli.edu.in/files/organogram_gcsanjauli.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in

A. All of the above

**areas of operation Administration Finance and
Accounts Student Admission and Support
Examination**

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Welfare measures for the teaching & non-teaching staff are as follows:

1. Faculty members are provided with Departmental Rooms/cabins with internet-enabled computers and printers to facilitate effective teaching and learning.
2. Free Wi-Fi enabled campus for the staff and students. Dedicated 'LeaseLine' for all desktop computers on campus.
3. Functional 'Women Cell' and 'Prevention of Sexual Harassment of Women at Workplace Committee'.
4. Medical Leave, Earned Leave, Maternity & Paternity Leave for eligible staff members as per HP Govt/UGC rules.
5. Infrastructure Facilities: Common Staff room with all necessary furniture, Microwave, individual lockers and washrooms.
6. Staff Council.
7. Gym facility.
8. Study Leave for up to 2 years is provided to the staff
9. Duty Leave for teaching and non-teaching staff for participation in Conferences/ Seminars/ Workshops/ FDPs etc
10. Parking facility for both teaching and non-teaching staff
11. Computer labs for research work for students and faculty
12. Vacation (65 days), Gratuity, Medical Reimbursement, LTC, GPF, Pension benefits, NPS

Therefore, it can be safely concluded that the institution strives hard to keep its staff happy and healthy.

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

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

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

0

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

05

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

19

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

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

The evaluation of the teaching and non-teaching staff is done as per the Performance Appraisal System of UGC and related API (Academic Performance Indicators). The Proforma to this effect is designed by the Department of Higher Education, where the teaching and non-teaching employees fill in their self-evaluation for the year along with supporting documents wherever applicable. The Proforma has

columns for Student-Results and participation in FDPs/Refresher/Orientation, Induction, Co-curricular and Extension activities among other columns. The college also seeks feedback from its teachers through a dedicated Proforma to identify areas that need improvement. The faculty's performance inside the classroom is evaluated through a teacher-evaluation feedback form which is given to many students. The feedback forms are evaluated by the IQAC and shared with the Principal and other important committees and stakeholders. The appraisal results are discussed and plans for improvement are chalked out. This exercise has contributed significantly in the evaluation of the performance of employees, in motivating them, in analyzing their strengths and weaknesses and ensuring better performance. The Director of Higher Education, Govt of Hp is the assessing authority of the Principal's performance.

File Description	Documents
Paste link for additional information	https://gcsanjauli.edu.in/feedback.php
Upload any additional information	View File

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

As per the guidelines of the H.P. Finance Department, there are three mechanisms of audit: (1) H.P. Auditor-General (HPAG) (2) General Departmental auditing (3) Local Audit. Grants received from the central and state governments are audited by the H.P. A.G. office, the audit of funds from the state government is done by the Department of Higher Education (DOHE) and the expenditure incurred from funds raised by the institution is audited by the the college Bursar and a CA. The locally hired C.A. conducts the audit of the National Cadet Corps (N.C.C), National Service Scheme (N.S.S) and HEIS. Physical verification of stock/ articles in every department is done internally at the end of every financial year by designated committees. The college clears all audit objections raised by the auditors before the next audit by producing the supporting documents or by making recoveries. The last external audit of the college was done in 2016. P.T.A. audit is done every year by the college P.T.A secretary. The salaries and payments are made through the government treasury (HIMKOSH) after the passing of the bills by the Principal and treasury officer. The tuition fees collected are deposited in the government accounts through challans.

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

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)

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

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

Being a government institution, allotments from the State government under different heads comprise the bulk of funds the college has in its kitty. The other sources are Infrastructure Development grants under RUSA, developmental grants received from the UGC, fees collected from the students including under Self-financing courses put under AF (Amalgamated Funds), OSA subscription and PTA funds collected from the parents. An amount of Rs 600/- per annum is charged as PTA fee. The funds received under RUSA and from the State Government are earmarked with the designated purpose and come under pre-determined heads. These funds are used for recurrent expenditures and other needs. Vacant posts are temporarily filled on-period basis with the funds raised from the students, mostly under PTA. Minor developmental activities are also undertaken from funds under this head only after recommendations from the PTA council. Some needy students are sponsored from the PTA fund. Expenditure is incurred only after proper recommendation by the committees concerned and full codal formalities are observed before the release of payment by the office. The college Bursar and the locally hired CA play a pivotal role in the scrutiny of the expenditure incurred.

Every transaction is done online (RTGS) and is meticulously documented for maintaining transparency.

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

6.5 - Internal Quality Assurance System

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

In view of the prolonged lockdown during the year 2020-21, the teaching and non-teaching staff and the students as well were encouraged to switch over to online mode for teaching-learning. The staff was trained during the first week of the session in the creation and use of e-content on online platforms such as Google-Meet and Zoom. Due to these efforts, the online classes too became interactive. The IQAC decided that the college should reach out to its students in view of the recurrent reports in the media regarding episodes of domestic violence, mental health, sexual violence, and students dropping out due to financial constraints. Various Helpline numbers were shared with the students and advanced cases of depression/mental health were referred to various helpline numbers and IGMC. It was decided that any student who lost his/her parents due to Covid would be provided financial aid by the college to ensure that they do not drop out. IQAC mobilized the Placement Cell to guide the outgoing students to seek unconventional career paths as employability had taken a major hit. Special programs on 'Soft Skills' were conducted for the students. Capacity Building Programs for teaching and non-teaching members were planned and organized.

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

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

incremental improvement in various activities

The college has a functional IQAC setup as per norms which records the incremental improvement in various activities through discussions and recommendations, identifies need of improvement towards teaching learning and prepares a plan of action for upcoming session. IQAC used to collect information from individuals, HoDs, Cells, office, Library and Hostels. Based on these reports, incremental improvement in quality is identified, and lacunae, if any, are addressed by IQAC. The College administration seeks feedback regularly from all stakeholders and action is taken in the form of a communication to the concerned teachers and the teachers are suggested to conduct bridge courses and remedial courses and to use ICT based teaching methods to improve the teaching learning process. IQAC of the college significantly contributed in maintaining and upgrading the quality of education by suggesting transition to online platform and maintain record on e Shiksha (e - learning resource) portal as an innovative way of teaching. IQAC organises FDP , departmental presentations and discussion sessions to share and exchange the various teaching methodologies adopted at regular intervals. Reports on teaching learning process and co-curricular and extracurricular activities are submitted and uploaded on college website on completion of each activity. Every year teacher is expected to fill annual Performance Based Appraisal Form.

File Description	Documents
Paste link for additional information	https://gcsanjauli.edu.in/feedback.php
Upload any additional information	View File

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	https://gcsanjauli.edu.in/annual_report.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Women's cellteacher members have made themselves available for personal counseling as per the notified schedule (one hour each during the week). Covid 19 saw unprecedented mutations of domestic violence and harassment inside homes. For most of the year, the students were expected to stay home and attend classes online. Based on the record maintained by the cell, 13 students including one male student sought help over the phone from the teacher members.

A session on legal provisions against sexual and domestic violence. Ms. Yogita Dutta, senior advocate, HP High Court delivered a lecture online; attended by 193 students. The session was repeated for another 150 students in the following week.

Dr. Kamayani Bisht conducted an online workshop on the myths and misconceptions surrounding the social understanding of gender. Attended by 79 students of which 23 were boys.

Dr. Himang Jareik from Deen Dayal Upadhyay Hospital spoke to students about sexual health. He familiarized them with the various diseases and problems that students may face. He offered to be available to them in the hospital for two hours every Saturday in the Department of Gynecology.

Organized a talk on the Vishakha Guidelines for the students and staff.

File Description	Documents
Annual gender sensitization action plan	https://gcsanjauli.edu.in/files/women_cell/action_plan_gender_sensitization.pdf
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	Girls Common Room, Sanitary Pads Vending machine in the Girls Common Room, Incinerator for used sanitary pads, CCTV cameras around the campus, Separate washrooms for girl students and for female staff members, Gender counseling for students by senior members of Women's Cell, Orientation sessions on Vishakha Guidelines and POSH

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
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

There are dustbins in each corridor on each floor, around the compound, in the common rooms, washrooms, office complex, hostel rooms, canteen and kitchen. The girls' washroom has an incinerator for the disposal of sanitary napkins.

There are separate dustbins for wet waste in the college canteen and the hostel kitchen.

The MC garbage collection service picks up the garbage every day and takes care to receive the wet and dry waste separately.

Waste from the science labs is managed as per the guidelines of the

department of Town and Country Planning.

The college has written to the Government designated body about the collection of its e-waste.

We do not have any hazardous chemicals as waste.

In the Covid situation, the college had placed special dustbins on the premises for disposal of masks and gloves. these were packed separately and handed over to the MC Van with extra caution.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: C. Any 2 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	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The college provides an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities. The college in its vision, mission, and objectives clearly states its intention to inculcate human values of discipline, tolerance, democratic inclusivity, and personal integrity and to preserve and promote the cultural heritage of the nation and the region. The college, through its various clubs and societies, undertakes different initiatives like the celebration of important national and state days, and special efforts are made to organize lectures on important national and state personalities that have played a significant role in building an inclusive environment. The vision and ideas of our Constitution are disseminated to students through the celebration of Constitution Day. College makes a point to conclude all public events by the singing of the national anthem.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Every year, on the occasion of Constitution Day, The department of Political Science organizes a two-day function that aims at educating students about the constitutional rights, responsibilities

and duties of the citizens of the country. The department also has a tie-up with the office of the chief electoral officer to host at least one lecture every year to educate students about the importance of casting their vote.

To strengthen values , duties and responsibilities students get the chance to engage themselves in various activities and committees in the college. Various committees are constituted such as red cross/ red ribbon , Disaster management , Eco club, NSS, NCC, Rangers and Rovers which helps students to inculcate values and responsibilities towards community, state and country.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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 4. **Annual awareness programmes on Code of Conduct are organized** B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college celebrates all national and international commemorative days like

Republic Day

National Girl Child day

International Women's Day

National Science day

Labour Day

Anti-terrorism Day

World Environment Day

Independence Day

Sadbhawana Diwas

National Sports Day

Teachers' Day

Hindi Pakhwada

Gandhi Jayanti (Swatchata Diwas)

World AIDS day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

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. Practice: Social Outreach

Objectives: Inculcating values like; social responsibility, sensitivity, respect for diversity, and self worth

Context: COVID-19 pandemic.

Practice: Collected essential items like books, clothes, blankets, shoes, masks, etc, and distributed these to the needy. NSS volunteers provided online lessons to children. The lesser privileged colleagues in the college ministerial staff were helped financially by the teaching staff. Needy students of the college could pick up whatever they needed.

Evidence of Success: Teachers/students reported a sense of personal satisfaction. Economically weaker students, and people in hospitals, and colonies were happy and grateful to receive clothes, books, masks, and blankets.

Problems Encountered and Resources Required: For online endeavors, network connectivity and data usage cost became prohibitive.

2. Practice: Mentoring

Objectives: Providing judgment-free counseling and guidance for the psychological needs of students

The Context: Extending the scope of the mentorship program during Covid-19.

Practice: Mentor groups formed with 50-60 students and one teacher. Interactions took place as per the online schedule.

Evidence of success

Repeated requests for interaction with mentors beyond scheduled hours. Other sessions on happiness and stress management were conducted.

Problems Encountered and Resources Required:

Hesitation.

All mentors are not equipped to counsel.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

A distinctive feature of the college during COVID has been to address the physical/academic /mental well-being of students. The college organized a Covid Testing camp for the students and staff in collaboration with the Ripon Hospital. The COVID times were challenging since we had to shift to an online form of teaching. The college leadership was quick to analyze the gaps in the delivery system of online teaching and immediately updated its ITC infrastructure to respond to the new normal. After lockdown, before online teaching began, teachers were trained in the use of technology for the creation of e-content/lecture, use of online platforms, delivery of content, and assessment/evaluation using online techniques. The Director of Higher Education assigned the task of generating lectures as a pilot project to the college. Many students found the transition from traditional to online teaching difficult. Within a month the teaching-learning process took off seamlessly, it saw a surge in the use of technology by the students. Online interaction dealt not only with academic issues but with mental health too. Keeping in mind the stigma of mental health, such issues were discreetly handled and help was provided.

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

The College is affiliated to Himachal Pradesh University and follows the Syllabus and Curriculum designed by the university. At the beginning of each academic session, the syllabus is discussed thoroughly and workload is divided among the teachers on the basis of their interest/specialization. College administration provides a well constructed weekly Schedule/ time table for each class. Departmental Heads prepare the faculty time table which is approved by the Principal. The content of the syllabus taught is tested through various class tests and Midterm examination. CCA has also been introduced with special focus on the program structure, evaluation, grading system. Midterm tests form a part of internal assessment. Other components of the internal assessment are attendance and marks given for assignments and classroom interaction. The office maintains all records pertaining to students, infrastructure, teachers, admissions and results. Teachers are responsible for maintaining records regarding students' assessment, attendance and other activities. Records registers are maintained for all clubs, societies and committees. Reports and minutes of meetings are maintained in these registers. The website is maintained as the mainstay of important information. The IQAC is responsible for documentation of the planning, analyses and action regarding developmental and quality enhancement processes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gcsanjauli.edu.in/e_shiksha.php

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

Govt. College, Sanjauli is affiliated to Himachal Pradesh University Shimla. The academic schedule is issued by H.P.

University and Department of Higher Education. Based on these, the college makes its own academic calendar. The teaching and extra-curricular activities along with their prospective activities and dates are clearly defined. The students are informed beforehand about the possible dates of End Semester Examination, Mid-term Examination, Assignment presentation, intra and inter-department seminars and activities. The academic calendar of the college also prescribes the possible dates of various activities like youth festivals, sports and cultural contests. College adopts changes in the curriculum made by the board of studies according to the needs of the changing time. To ensure effective curriculum delivery time the recommendation of the board of studies are strictly followed. Midterm tests are conducted for all classes and evaluation scripts with feedback are shown to the students. Classrooms seminars are conducted to both U.G and P.G classes. Students are encouraged to participate actively in these seminars. In order to ensure holistic development of students, they are encouraged to participate in co curriculum and extra curriculum activities in and outside the college. Weightage in attendance is given for such participation in accordance with the norms of the university.

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

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

07

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

NIL

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

0

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

1.3 - Curriculum Enrichment

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

The Syllabus designed by the H.P University has many components that address the core areas of an undergraduate's life. Cross cutting issues like gender, climate change, environment education, human values find ample space in the curriculum. The college organised different lectures online to supplement the content transacted through the courses. All the students, irrespective of their stream, have to undertake the paper on Environmental Science (EVS) as a compulsory course in the first year of their program. Generic courses are taught to final year students. Topics covered under this subject are related to folk cultures of Himachal Pradesh, politics, disaster risk management, human rights, gender, violence and e-Governance. Students have benefitted immensely from these courses and additional sessions/workshops/activities. Supplementary activities like tree plantation, cleanliness drives, gender sensitisation and human rights were regularly taken up by the NSS, NCC, Rovers and Rangers, and women of the college to instil awareness, sensitivity as well as activism among the students. Social outreach and extra-curricular activities are designed in a manner that all these crosscutting issues of human values are woven into them.

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

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

40

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

1871

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

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
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	View File
URL for feedback report	https://gcsanjauli.edu.in/feedback.php

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

3380

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

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

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

813

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution has devised a mechanism to aid both slow and advanced learners. Immediately after admission, all the subject teachers are provided with a list of students along with their scores in Class X and XII. For the next one month, the teachers, through classroom interaction gauge the level of comfort that a student feels with his/her subject(s) through discussion, quizzes, class tests, and presentations. The students found wanting in basic concepts of their subjects or even in language and expression are encouraged to participate in remedial sessions held towards the end of the timetable. The teachers are also asked to identify advanced learners in their subjects and appoint them leaders of peer groups to assist the slow learners. This helps in making peer learning fun and interactive and at the same time contributes to conceptual clarity too for advanced learners. Further, the Advanced learners are suggested extra reading lists that are of higher difficulty level to supplement their classroom experience. They are also made to attend coaching sessions for JEE and JAM. They are encouraged to enroll themselves in relevant courses on portals such as SWAYAM.

File Description	Documents
Link for additional Information	https://gcsanjauli.edu.in/timetable.php
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
3070	60

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Faculties of Science, BCA, and Vocational courses such as B.Voc have dedicated courses with practical schedules for participative and experiential learning. The teachers leave no stone unturned to make the teaching-learning exercise interesting, creative, and student-centric. The year 2020-21 was exceptional as the prolonged lockdown due to the COVID-19 pandemic hampered experiential and participative learning in person. However, this opportunity was turned into a boon and the teaching-learning mode was shifted to online mode and the students were introduced to online platforms such as Google Meet and Zoom. Just like a traditional classroom, teaching here too was made interactive with online quizzes, e-assignment presentation and queries/comments through the chat-box. To supplement the online teaching, students were encouraged to access free learning e-resources such as 'e-PgPathshala', Project Guttenberg and N-List. Special online lectures were arranged for students with external resource persons. Some select students were invited to join the online conference organized by the college on NEP 2020. This first-hand experience of using ICT-enabled tools and platforms was instrumental in accentuating experiential, blended, and participative learning. The NCC, NSS, R&R and other clubs and societies of the college contribute significantly to enhancing experiential and participative learning.

File Description	Documents
Upload any additional information	View File
Link for additional information	/https://gcsanjauli.edu.in/files/bvoc/placement_data_retail.pdf

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

Tapping the opportunity offered by the prolonged lockdown due to

COVID-19, the practice of blended teaching-learning was enhanced manifold. For a large part of the academic year, the classes were held online on platforms such as Google-Meet and Zoom through PowerPoint presentations. The attendance was marked through Google forms. Whatsapp groups were formed for each course separately and besides posting important notices, the queries of the students were answered too. Moreover, the links to e-resources from the internet and e-books were shared on these groups. Some of the staff posted their audio-visual lectures on platforms such as Youtube. The students, who had gone to their respective villages at the beginning of the lockdown and faced connectivity issues in joining online classes, e-notes in the form of compressed PDFs were shared. The staff, mostly residing in and around Shimla, made use of the Virtual, Smart classrooms and the computer labs of the college with hi-speed internet connectivity to prepare online content for their students and also teach the use of such technology to students who were earlier not well-versed with it.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gcsanjauli.edu.in/ict_tools.php

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

51

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

60	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File
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	
31	
File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
740	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File
2.5 - Evaluation Process and Reforms	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and	

mode. Write description within 200 words.

Being an affiliated college, the institution has adopted the HPU mandated criteria for internal assessment of the students. A total of 30 marks are reserved for it, out of which the mid-term examination is held for 10 marks as per the schedule mentioned in the Academic Calendar for the session. The evaluated answer-books are shared with the students with feedback to improve. Some class-tests or quizzes too are conducted before the end-term examination and an aggregate of 5 marks are assigned towards it. A total of 10 marks are reserved for assignment preparation and presentation which is done inside the classroom itself and the score with feedback is shared with the student on the spot itself. During the academic year 2020-21, most of this exercise was conducted in online mode. 5 marks are reserved for attendance with 1 mark for 75% attendance, which is the minimum a student has to score to appear in the end-term examination. Further, 2, 3, 4 and 5 marks are reserved for 76 to 80, 81 to 84, 85 to 89, 90 to 94 and above 95% attendance respectively.

File Description	Documents
Any additional information	View File
Link for additional information	http://52.172.15.68/HPUIUMS_Live/(S(sbymyn1lwys4o0jhy214zewx))/LoginTeacher.aspx

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

After the conduct of the mid-term examination, which is for 15 marks, the evaluated answer books are shown to the students with necessary feedback and suggestions to improve. In case, a student is still dissatisfied with the awards, s/he can write to the Principal who directs it to the Grievance Redressal Committee. It has members from other disciplines too including the Head of the Department concerned. The application is to be resolved within a period of 10 days as mandated in the Student Charter of the college. It also mandates the Right to Know one's internal assessment. Before the End-term exam, one test is conducted in each trimester besides the mid-term examination, quizzes and assignment presentation. These frequent assessments give a very fair idea about the academic performance of the student concerned. The other component is assignment presentation in which open presentations are done in the class and the score is revealed on the spot itself. Most applications received from

students relate to End Semester Examination awards which is conducted by the affiliating University. Most of the complaints are related to the non-uploading or verification of awards of ESE marks by the affiliating university.

File Description	Documents
Any additional information	View File
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.

Being an affiliated college, HPU prescribed syllabus, Program and Course Outcomes are adopted by the institution. Immediately after the conduct of the 'Orientation Program' for fresh students, the next few days are devoted by the teachers in each Program and Course to apprise the students about the Program and Course outcomes. It is based on these sessions that the freshly admitted students take the final decision of whether to continue in the subjects allotted to them or opt for a change. A window of 10 days is provided for a change in subjects, the permission to which is granted by the College Principal. Program outcomes and course outcomes for all programs offered by the institution are uploaded on the website of the institution under the 'Departments' hyperlink. It is also shared with the students in their Whatsapp teaching group. The intended program and course outcomes aim at a judicious amalgamation of theory and practical. The SEC (Skill Enhancement Courses) explicitly aim for inculcating practical aspects of their respective subjects.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://gcsanjauli.edu.in/departments.php
Upload COs for all courses (exemplars from Glossary)	View File

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

The evaluation of Program Outcomes and Course Outcomes is done frequently throughout the academic year, in both spheres of

curricular and co-curricular activities. In curricular activities, it is assessed through performance in the mid-term examination, end-term examination, practical examination, class tests, quizzes, project work, group discussions, remedial classes, and assignment presentations. Feedback is shared with the students individually. The attendance-cum-record registers have dedicated columns for attendance, mid-term exam, and assignment components. Program and Course Outcomes are also assessed through the student's participation in activities such as Debates/ Declamation/Quizzes and Intra and Inter college competitions organized by HPU. Feedback is also sought from stakeholders such as parents, students, and alumni. The students who face difficulty in maintaining pace with the desired Program and Course outcomes are encouraged to enroll themselves in 'Remedial Classes' which are held towards the end of the timetable. The college also maintains a record of the academic progress of students to other institutions of higher learning for post-graduate courses. The college also maintains a record of students who crack various job-related competitive examinations. The clerk-in-charge of issuing final year mark sheets and Character Certificates meticulously notes it down in the register maintained by him.

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

2.6.3 - Pass percentage of Students during the year

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

845

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://hpuniv.ac.in/university-detail/examination/result

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://gcsanjauli.edu.in/files/feedback/ss_feedback_2020-21.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

3

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://ichr.ac.in/v2/

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

3

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

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

5

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

3.2.2 - 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

24

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

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

Session 2020-21

NSS- NSS provides students with opportunities for serving the community, nation, and society.

Activities:

- 1).15/8/2020- Mask and Hand wash distribution campaign.
- 2). 24/9/2020- Virtual Celebration of 51st NSS foundation Day
- 3). 11/10/2020- Mission Sabla an online women self-defense awareness campaign.
- 4).24/10/2020- National Celebration of Solidarity Day
- 5). 26/11/2020- Constitution Day celebration.
- 6). 06/12/2020- Prabhat Phreiesto observe "Fit India Week".
- 7). 16/12/2020- "Padho Aur Padhaao" Abhiyaan organized.
- 8) 09/11/2020 District Level Pre RD Selection Camp
- 9) 12/11/2020 State Level Pre RD Selection Camp
- 10) 04/03/2021 to 09/03/2021 Youth Empowerment Seminar with Art of Living

NCC whose aim is "Unity and Discipline" aims at developing discipline, character, brotherhood, and the spirit of adventure amongst young citizens.

Activities

- 1). 21/06/2020- International Yoga Day.
- 2). 26/6/2020- International Day against Drug-Abuse and Illicit trafficking.
- 3). 1/08/2020-15/08/2020- Aatma Nirbhar Bharat Abhiyaan and Independence Day celebrations.
- 4). 15/8/2020-14/09/2020- Fit India Campaign.
- 5). 01/10/2020- 06/10-2020- Webinar on "Ek Bharat Shresth Bharat".
- 6). 07/11/2020 - National Cancer Awareness Day.
- 7). 15/10/2020-13/11/2020- Online Swachhta Awareness Program.
- 8). 12/11/2020- SSB Online Training.
- 9). 01/12/2020-15/12/2020- Swachhta Pakhwada.

Activities: Red Ribbon Club

1. International Youth Day
2. Slogan writing
3. Poster making
4. Rangoli
5. Quiz competition

Scouts and Guides

1. 7 students participated in RD Camp.
2. IInd position in Virtual Camp of State Scouts against Corona. Ranger Anjali Verma got IV position at the State level.

File Description	Documents
Paste link for additional information	https://gcsanjauli.edu.in/nss.php
Upload any additional information	View File

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

NIL

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

37

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

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

790

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

3.4 - 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

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Our institution has adequate facilities for teaching and learning processes i.e. classrooms, laboratories, and computer facilities.

The college has 25 classrooms/lecture halls with different seating capacities i.e. some halls are of 80 seating capacity, some halls are of 120 students seating capacity and some of them are of 200 seating capacity. Each room is equipped with a blackboard, lecture stand, and adequate furniture for the students.

The college has 14 well-equipped laboratories for the science students i.e. Physics - 02, Chemistry - 03, Botany - 01, Zoology - 01, Geology - 01. Each lab has an adequate area of approximately 645.75 square feet with 30 students' seating capacity. Besides this, the Physics lab has 02 dark rooms, one is approximately 108.15 square feet in area and the other is approximately 118.72 square feet in area. The Zoology lab has 01 museum approximately 379.5 square feet in area and the Botany lab has 01 herbarium approximately 379.5 square feet in area. The Department of Computer Sciences has 01 lab which is approximately 1000 square feet in area, Geography has 01 lab approximately 555 square feet in area with 15 computers and a seating capacity of 20 students. There is 01 DIT lab, 01 lab for BBA and BCA students, approximately 600 square feet in area, and 02 labs for B.Voc, each having approximately 250 square feet area.

In all, there are 177 computers. They are protected with the latest versions of anti-virus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcsanjauli.edu.in/infrastructure.php

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

The institution has adequate facilities for sports games, yoga, and cultural activities. For practice and organizing these activities, the college has outdoor as well as indoor spaces. The students practice the various games in the open campus area which is approximately 13000 square feet. This area is generally used to organize the activities like Volleyball, Basketball, Kabaddi, and Athletics. For indoor activities like Badminton, Table Tennis, and Yoga, the institution has a multipurpose auditorium of approximately 5000 square feet. This multipurpose auditorium is equipped with an audio-visual facility and various academic, cultural, and indoor sports activities are organized in the auditorium. The college has a well-appointed gymnasium for use by students and staff. Students use the college compound and the auditorium for cultural activities. The college has hosted significant sports and cultural events of varying magnitude at... college, state, and national levels.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://gcsanjauli.edu.in/infrastructure.php

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

05

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

14

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcsanjauli.edu.in/infrastructure.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

42,26,435/-

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The institution has software for University Libraries (SOUL) for Library management developed by the INFLIBNET center based on the requirements of the college. The partially automated integrated Library Management System (ILMS) being utilized by the library of the college, currently has 21 active members with 922 expired members, and the average expenditure for e-Books and e-Journals every year for the last five years has been INR 5900 lakhs whereas the offline expenditure for books and journals went down by approximately 85% owing to Covid conditions. Also, a total number of students that visited the library came down from 20272 in 2017-18 to 1770 in 2020-21, although the books issued to staff did not see such a steep fall and stayed at 118 in 2020-21 from

230 in 2017-18. The teachers as well as students are registering for the online e-Resources.

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

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

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

99603

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

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

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

10	
File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
<p>Centre of Excellence has adequate computer facility. There are well functional computers. Students, teachers and the office staff are availing computer/internet use regularly. There has been a quantitative and qualitative improvement in the use of computers. Maximum departments are connected with the available computer networks. The institution frequently updates its IT facilities with Wi-Fi connections. In session 2020-21, an amount of Rs. 19,99,999 /- was utilised for purchasing computers and at the Directorate level purchases worth Rs. 21 lakhs was utilised for purchasing online UPS, interactive panel & accessories and USB Camera for video conferencing system. The institution frequently updates its IT facilities with Wi-Fi connections. CCTV cameras have been installed for the safety and security of the students and the staff members as well as institutional property. The College Website https://gcsanjauli.edu.in is used to provide information of the activities, notices and various links pertaining to admissions, departments .</p>	
File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
4.3.2 - Number of Computers	
177	
File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	C.10 - 30MBPS
File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File
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)	
53,35,719/-	
File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>Various committees like Purchase committee, Campus beautification committee, Advisory committee, etc are formed at the beginning of the session. Any new requirement of equipment is communicated by all the departments to the Purchase committee. New books are purchased for the library every year as per the requirements given by different departments of the college. The Library committee allocates funds for the purchase of the books as well as for other requirements. Furniture of all the classrooms is timely repaired and purchased as per the requirement. All the classrooms, as well as the campus, are regularly cleaned to maintain a hygienic and healthy environment for the students. The whole campus of the college is covered by CCTV cameras for comprehensive security. All the computers of the College have an</p>	

antivirus installed on them. Maintenance of sports facilities is carried out for the gymnasium, sports equipment, etc, regularly. The campus is maintained and beautified by the campus beautification committee in consultation with the Advisory Committee regularly. Committees are formed to take annual stock of all the departments. These committees check the status of equipment and infrastructure that falls in each department's purview.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gcsanjauli.edu.in/files/infra_committees_2020-21.pdf

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

284

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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)	View File

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

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

1564

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	https://qcsanjauli.edu.in/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
93	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
93	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

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

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

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

25

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

258

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

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

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

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.

01

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

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

Our institution where every voice is given equal opportunity to be heard. Since students are the central focus of the institution, their participation in its activities is undoubtedly essential, hence student representation is mandatory in various committees formed for the same. It also makes decision making decentralized, transparent and further helps running the institution in democratic way.

CSCA Composition

1. President

2. Vice-President

3. Secretary

4. Joint Secretary

5. Seventeen members to be elected from amongst the outstanding students excelling in cultural and co-curricular activities, sports, NCC, NSS, and Rovers and Rangers. Students with the highest marks in the previous qualifying examination are also inducted as members. Office bearers of various clubs and societies also find representation in the Central Body of the CSCA.

Apart from this to inculcate a sense of ownership and responsibility among the students towards the institution students are given mandatory representation in the following committees:

a) Members, Anti Ragging Discipline committee.

b) Internal Quality Assurance Cell (IQAC).

c) Canteen Committee.

d) Campus beautification Committee

e) Admission Guidance and Counseling Committee.

f) Prevention of Sexual Harassment Women Cell.

g) Social Outreach Activity

h) Student Welfare Committee.

File Description	Documents
Paste link for additional information	https://gcsanjauli.edu.in/files/igac/igac_committee_2020-21.pdf
Upload any additional information	View File

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

05

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

5.4 - Alumni Engagement

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

Govt. College Sanjauli is an institution of great repute that has been upholding the very essence of the academic and cultural excellence of the region for decades. In its journey to be the Centre of Excellence, the Old Students' Association (OSA)

of the college played an important role. The occasional gatherings of the new and the old provide a mutually beneficial environment for the betterment of the institution. The OSA of the college has been engaged in organizing various activities since its

inception. It has been arranging meetings, organizing Lectures of luminaries, conducting awareness programs and get-together meets. The activities of the Association that caught everyone's imagination were the following:

a. Various Lectures were organized on environmental issues, drug abuse, women empowerment.

b. OSA meetings are organized on a regular basis to monitor the initiatives undertaken by the OSA and to regularly interact with the students of the college.

c. The OSA organized Fete on 16th March 2019.

With the trust and the support of the college authority and all its members, the Association would definitely develop to be the best OSA in due course of time.

File Description	Documents
Paste link for additional information	https://gcsanjauli.edu.in/osalink.php
Upload any additional information	View File

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

Given that all Government colleges in the state are at par due to their affiliation with Himachal Pradesh University, we have a

special challenge to be met; to evolve with the changing trends in education and the job-market, to redefine quality keeping in mind tradition and modernity and infuse values of equity and tolerance in students while they pursue ambitious personal goals. The college ensures the right environment for students to flourish in. We have the requisite staff strength, infrastructure and facilities. The principal provides effective leadership by allowing all stakeholders to participate democratically in decision-making processes. The Department of Higher Education and Himachal Pradesh University monitor our functioning and strengthen our developmental endeavors. All decisions pertaining to recruitment, salaries, and service issues of the employees are taken by the government. All academic decisions are made by the university. This being the springboard, the college leadership and staff strive to inculcate new practices into the delivery system. The ease with which the college adapted to the Covid situation was commendable. We have upgraded our ICT, infrastructure and mechanisms. All financial dealings are transparent and are audited regularly. Information systems for the benefit of students, staff, and stakeholders are regularly upgraded.

File Description	Documents
Paste link for additional information	https://gcsanjauli.edu.in/files/annual_committee_2020.pdf
Upload any additional information	No File Uploaded

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

The Institution has adopted decentralization and participative management in the process of academic administration. The college functions with the collaborative efforts of the Head of the Institution and all other stakeholders like students, employees (teaching, administrative, ministerial staff), Alumni, PTA and community representatives. The smooth running of the college is ensured by the formation of various committees, the appointment of a bursar and the formation of a staff council. No administrative decisions are made by the principal without consultation with the committees. Committees that are crucial to student welfare have adequate student representation. Examples of such committees are: IQAC, Anti-ragging committee, Women's Cell, Committee for prevention of sexual harassment, and Hostel and

Canteen. All decisions made by these committees took into consideration, the opinions, suggestions, and complaints of the students. Student representatives were invited to all meetings of the IQAC. Most suggestions regarding seating in the Canteen, repair of mirrors in the washrooms, and student activities came from the students, approved by the IQAC and communicated to the concerned committees. Though political activity is officially discouraged as a practice in colleges, we still have student organizations from diverse ideologies. Decisions pertaining to discipline are always taken after discussion with campus leaders of the three prominent outfits.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution strives to reach the pinnacle of excellence through realistic planning and implementation by visionary management, realizing the goals and objectives as per the Vision and Mission of the institution. The institution is managed and led by the Principal in consultation with various bodies such as the ICAC, Staff Council, and College Advisory Committee which envisions and implements the strategic plan and assesses the deliverables from time to time. The College has a realistic approach in understanding the strengths, weaknesses, opportunities and challenges of the Institution. The strategic/prospective plan is developed by the Institution after taking into consideration the suggestions and feedback given by various stakeholders like the faculty, students, parents, and Heads of Departments through different Institutional committees. These committees operate in their respective domain represented by all the stakeholders and have expertise in need assessment, resource identification and allocation.

The IQAC constantly works for quality improvement by brainstorming, proposing, and informing the latest developments in the fields of academics, administration, research, and Student Welfare which our institution should adopt. This is crystallized

in the Academic calendar for the year which is prepared at the beginning of the session. The college administration, along with the IQAC, and various academic & administrative committees assess the implementation of the strategic plan periodically.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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.

With the Principal at the apex, the administrative structure of the college depicts the pivotal and exemplary role that bodies such as the IQAC, CSCA, Staff Council, Advisory Committee, House Exam Committee and other cells are expected to play. It reflects the coordination expected from the teaching and non-teaching staff, along with the students and other stakeholders to make the institution aspire for the zenith of academic excellence. It portrays the delegation of powers undertaken by the Office of the Principal for effective administration and optimum utilization of the available resources. The various committees are reflected in the college prospectus and on the college website. The Advisory Committee, Purchase Committee and the IQAC play a key role vis-à-vis the framing of prospective plans and monitoring the effective implementation of decisions taken. Some of the other important committees are the Student Grievance Cell, Anti-Ragging Cell and the Committee for Prevention of Sexual Harassment of Women at Workplace. Being a government institution, the affairs regarding the appointment and service rules are taken care of by the Government. All Conduct and Service rules, and career advancement procedures as notified by the Government and HP University are applicable to the employees of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://gcsanjauli.edu.in/files/organogram_gcsanjauli.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

Welfare measures for the teaching & non-teaching staff are as follows:

1. Faculty members are provided with Departmental Rooms/cabins with internet-enabled computers and printers to facilitate effective teaching and learning.
2. Free Wi-Fi enabled campus for the staff and students. Dedicated 'LeaseLine' for all desktop computers on campus.
3. Functional 'Women Cell' and 'Prevention of Sexual Harassment of Women at Workplace Committee'.
4. Medical Leave, Earned Leave, Maternity & Paternity Leave for eligible staff members as per HP Govt/UGC rules.
5. Infrastructure Facilities: Common Staff room with all necessary furniture, Microwave, individual lockers and washrooms.

6. Staff Council.
7. Gym facility.
8. Study Leave for up to 2years is provided to the staff
9. Duty Leave for teaching and non-teaching staff for participation in Conferences/ Seminars/ Workshops/ FDPs etc
10. Parking facility for both teaching and non-teaching staff
11. Computer labs for research work for students and faculty
12. Vacation(65 days), Gratuity, Medical Reimbursement, LTC, GPF, Pension benefits, NPS

Therefore, it can be safely concluded that the institution strives hard to keep its staff happy and healthy.

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

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

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

0

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

05

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

19

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

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

The evaluation of the teaching and non-teaching staff is done as per the Performance Appraisal System of UGC and related API (Academic Performance Indicators). The Proforma to this effect is designed by the Department of Higher Education, where the

teaching and non-teaching employees fill in their self-evaluation for the year along with supporting documents wherever applicable. The Proforma has columns for Student-Results and participation in FDPs/Refresher/Orientation, Induction, Co-curricular and Extension activities among other columns. The college also seeks feedback from its teachers through a dedicated Proforma to identify areas that need improvement. The faculty's performance inside the classroom is evaluated through a teacher-evaluation feedback form which is given to many students. The feedback forms are evaluated by the IQAC and shared with the Principal and other important committees and stakeholders. The appraisal results are discussed and plans for improvement are chalked out. This exercise has contributed significantly in the evaluation of the performance of employees, in motivating them, in analyzing their strengths and weaknesses and ensuring better performance. The Director of Higher Education, Govt of Hp is the assessing authority of the Principal's performance.

File Description	Documents
Paste link for additional information	https://gcsanjauli.edu.in/feedback.php
Upload any additional information	View File

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

As per the guidelines of the H.P. Finance Department, there are three mechanisms of audit: (1) H.P. Auditor-General (HPAG) (2) General Departmental auditing (3) Local Audit. Grants received from the central and state governments are audited by the H.P. A.G. office, the audit of funds from the state government is done by the Department of Higher Education (DOHE) and the expenditure incurred from funds raised by the institution is audited by the the college Bursar and a CA. The locally hired C.A. conducts the audit of the National Cadet Corps (N.C.C), National Service Scheme (N.S.S) and HEIS. Physical verification of stock/ articles in every department is done internally at the end of every financial year by designated committees. The college clears all audit objections raised by the auditors before the next audit by producing the supporting documents or by making recoveries. The last external audit of the college was done in 2016. P.T.A. audit is done every year by the college P.T.A secretary. The salaries

and payments are made through the government treasury (HIMKOSH) after the passing of the bills by the Principal and treasury officer. The tuition fees collected are deposited in the government accounts through challans.

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

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)

00

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

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

Being a government institution, allotments from the State government under different heads comprise the bulk of funds the college has in its kitty. The other sources are Infrastructure Development grants under RUSA, developmental grants received from the UGC, fees collected from the students including under Self-financing courses put under AF (Amalgamated Funds), OSA subscription and PTA funds collected from the parents. An amount of Rs 600/- per annum is charged as PTA fee. The funds received under RUSA and from the State Government are earmarked with the designated purpose and come under pre-determined heads. These funds are used for recurrent expenditures and other needs. Vacant posts are temporarily filled on-period basis with the funds raised from the students, mostly under PTA. Minor developmental activities are also undertaken from funds under this head only after recommendations from the PTA council. Some needy students

are sponsored from the PTA fund. Expenditure is incurred only after proper recommendation by the committees concerned and full codal formalities are observed before the release of payment by the office. The college Bursar and the locally hired CA play a pivotal role in the scrutiny of the expenditure incurred. Every transaction is done online (RTGS) and is meticulously documented for maintaining transparency.

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

6.5 - Internal Quality Assurance System

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

In view of the prolonged lockdown during the year 2020-21, the teaching and non-teaching staff and the students as well were encouraged to switch over to online mode for teaching-learning. The staff was trained during the first week of the session in the creation and use of e-content on online platforms such as Google-Meet and Zoom. Due to these efforts, the online classes too became interactive. The IQAC decided that the college should reach out to its students in view of the recurrent reports in the media regarding episodes of domestic violence, mental health, sexual violence, and students dropping out due to financial constraints. Various Helpline numbers were shared with the students and advanced cases of depression/mental health were referred to various helpline numbers and IGMC. It was decided that any student who lost his/her parents due to Covid would be provided financial aid by the college to ensure that they do not drop out. IQAC mobilized the Placement Cell to guide the outgoing students to seek unconventional career paths as employability had taken a major hit. Special programs on 'Soft Skills' were conducted for the students. Capacity Building Programs for teaching and non-teaching members were planned and organized.

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

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

The college has a functional IQAC setup as per norms which records the incremental improvement in various activities through discussions and recommendations, identifies need of improvement towards teaching learning and prepares a plan of action for upcoming session. IQAC used to collect information from individuals, HoDs, Cells, office, Library and Hostels. Based on these reports, incremental improvement in quality is identified, and lacunae, if any, are addressed by IQAC. The College administration seeks feedback regularly from all stakeholders and action is taken in the form of a communication to the concerned teachers and the teachers are suggested to conduct bridge courses and remedial courses and to use ICT based teaching methods to improve the teaching learning process. IQAC of the college significantly contributed in maintaining and upgrading the quality of education by suggesting transition to online platform and maintain record on e Shiksha (e - learning resource) portal as an innovative way of teaching. IQAC organises FDP , departmental presentations and discussion sessions to share and exchange the various teaching methodologies adopted at regular intervals. Reports on teaching learning process and co-curricular and extracurricular activities are submitted and uploaded on college website on completion of each activity. Every year teacher is expected to fill annual Performance Based Appraisal Form.

File Description	Documents
Paste link for additional information	https://gcsanjauli.edu.in/feedback.php
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the

D. Any 1 of the above

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)

File Description	Documents
Paste web link of Annual reports of Institution	https://gcsanjauli.edu.in/annual_report.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Women's cell teacher members have made themselves available for personal counseling as per the notified schedule (one hour each during the week). Covid 19 saw unprecedented mutations of domestic violence and harassment inside homes. For most of the year, the students were expected to stay home and attend classes online. Based on the record maintained by the cell, 13 students including one male student sought help over the phone from the teacher members.

A session on legal provisions against sexual and domestic violence. Ms. Yogita Dutta, senior advocate, HP High Court delivered a lecture online; attended by 193 students. The session was repeated for another 150 students in the following week.

Dr. Kamayani Bisht conducted an online workshop on the myths and misconceptions surrounding the social understanding of gender. Attended by 79 students of which 23 were boys.

Dr. Himang Jareik from Deen Dayal Upadhyay Hospitalspoke to students about sexual health. He familiarized them with the various diseases and problems that students may face. He offered to be available to them in the hospital for two hours every Saturday in the Department of Gynecology.

Organized a talk on the Vishakha Guidelines for the students and staff.

File Description	Documents
Annual gender sensitization action plan	https://gcsanjauli.edu.in/files/women_cell/action_plan_gender_sensitization.pdf
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	Girls Common Room, Sanitary Pads Vending machine in the Girls Common Room, Incinerator for used sanitary pads, CCTV cameras around the campus, Separate washrooms for girl students and for female staff members, Gender counseling for students by senior members of Women's Cell, Orientation sessions on Vishakha Guidelines and POSH

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
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

There are dustbins in each corridor on each floor, around the

compound, in the common rooms, washrooms, office complex, hostel rooms, canteen and kitchen. The girls' washroom has an incinerator for the disposal of sanitary napkins.

There are separate dustbins for wet waste in the college canteen and the hostel kitchen.

The MC garbage collection service picks up the garbage every day and takes care to receive the wet and dry waste separately.

Waste from the science labs is managed as per the guidelines of the department of Town and Country Planning.

The college has written to the Government designated body about the collection of its e-waste.

We do not have any hazardous chemicals as waste.

In the Covid situation, the college had placed special dustbins on the premises for disposal of masks and gloves. these were packed separately and handed over to the MC Van with extra caution.

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

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	C. Any 2 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-	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	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The college provides an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities. The college in its vision, mission, and objectives clearly states its intention to inculcate human values of discipline, tolerance, democratic inclusivity, and personal integrity and to preserve and promote the cultural heritage of the nation and the region. The college, through its various clubs and societies, undertakes different initiatives like the celebration of important national and state days, and special efforts are made to organize lectures on important national and state personalities that have played a significant role in building an inclusive environment. The vision and ideas of our Constitution are disseminated to students through the celebration of Constitution Day. College makes a point to conclude all public events by the singing of the national anthem.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Every year, on the occasion of Constitution Day, The department of Political Science organizes a two-day function that aims at educating students about the constitutional rights, responsibilities and duties of the citizens of the country. The department also has a tie-up with the office of the chief electoral officer to host at least one lecture every year to educate students about the importance of casting their vote.

To strengthen values , duties and responsibilities students get the chance to engage themselves in various activities and committees in the college. Various committees are constituted such as red cross/ red ribbon , Disaster management , Eco club, NSS, NCC, Rangers and Rovers which helps students to inculcate values and responsibilities towards community, state and country.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college celebrates all national and international commemorative days like

Republic Day

National Girl Child day

International Women's Day

National Science day

Labour Day

Anti-terrorism Day

World Environment Day

Independence Day

Sadbhawana Diwas

National Sports Day

Teachers' Day

Hindi Pakhwada

Gandhi Jayanti (Swatchata Diwas)

World AIDS day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

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. Practice: Social Outreach

Objectives: Inculcating values like; social responsibility, sensitivity, respect for diversity, and self worth

Context: COVID-19 pandemic.

Practice: Collected essential items like books, clothes, blankets, shoes, masks, etc, and distributed these to the needy. NSS volunteers provided online lessons to children. The lesser privileged colleagues in the college ministerial staff were helped financially by the teaching staff. Needy students of the college could pick up whatever they needed.

Evidence of Success: Teachers/students reported a sense of personal satisfaction. Economically weaker students, and people in hospitals, and colonies were happy and grateful to receive clothes, books, masks, and blankets.

Problems Encountered and Resources Required: For online endeavors, network connectivity and data usage cost became prohibitive.

2. Practice: Mentoring

Objectives: Providing judgment-free counseling and guidance for the psychological needs of students

The Context: Extending the scope of the mentorship program during Covid-19.

Practice: Mentor groups formed with 50-60 students and one teacher. Interactions took place as per the online schedule.

Evidence of success

Repeated requests for interaction with mentors beyond scheduled hours. Other sessions on happiness and stress management were conducted.

Problems Encountered and Resources Required:

Hesitation.

All mentors are not equipped to counsel.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

A distinctive feature of the college during COVID has been to address the physical/academic /mental well-being of students. The college organized a Covid Testing camp for the students and staff in collaboration with the Ripon Hospital. The COVID times were challenging since we had to shift to an online form of teaching. The college leadership was quick to analyze the gaps in the delivery system of online teaching and immediately updated its ITC infrastructure to respond to the new normal. After lockdown, before online teaching began, teachers were trained in the use of technology for the creation of e-content/lecture, use of online platforms, delivery of content, and assessment/evaluation using online techniques. The Director of Higher Education assigned the task of generating lectures as a pilot project to the college. Many students found the transition from traditional to online teaching difficult. Within a month the teaching-learning process took off seamlessly, it saw a surge in the use of technology by

the students. Online interaction dealt not only with academic issues but with mental health too. Keeping in mind the stigma of mental health, such issues were discreetly handled and help was provided.

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

7.3.2 - Plan of action for the next academic year

1. Preparation and submission of AQAR for the year.

2. A Faculty Development Programme on Disaster management to be organized to ensure preparedness for disaster. In view of Covid 19, it was perceived that emerging issues of mental health need addressing and management. The Disaster Management Cell should organize a week-long training program in collaboration with the concerned departments of the government.

3. A Capacity Building workshop aimed at developing Soft Skills will be organized for the benefit of the teaching and non-teaching staff of the college.

4. The Department of Journalism will be asked to explore the possibility of publishing a Newsletter every quarter.