

GOVERNMENT COLLEGE NERWA
DISTRICT SHIMLA, HIMACHAL PRADESH

SELF ASSESSMENT REPORT



October, 2024



**GOVERNMENT COLLEGE NERWA
DISTRICT SHIMLA, H.P. 171210**

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No. EDN-GCN- General/ Misc File-(15)-2014-7527

Dt. 22-10-2024

CERTIFICATE

This is to certify that Government College Nerwa, District Shimla has successfully completed the Self-Assessment Report in accordance with the seven criteria issued of the report. The report has been prepared under the supervision of the Internal Quality Assurance Cell (IQAC), which has ensured that it reflects the current operational status of the College in a transparent and objective manner.

It is further certified that all the information provided in the report is true and accurate to the best of my knowledge.

PRINCIPAL
Govt. College Nerwa
Distt. Shimla, H.P. 171210

LIST OF CONTENTS

Contents	Page No
About the College	4
Academic History of the College	5
Summary	6-7
CRITERIA 1: Mode of Teaching	8-11
CRITERIA 2: Student Support, Services and Progression	11-16
CRITERIA 3: Infrastructure & Resources	16-20
CRITERIA 4: Institutional Management	20-26
CRITERIA 5: Best Practices, Innovation & Institution Distinctiveness	26-29
CRITERIA 6: Faculty Profile & Research Activities	29-30
CRITERIA 7 : Miscellaneous	31-32

ABOUT THE COLLEGE

Nerwa, a captivating town in the Shimla district of Himachal Pradesh, lies within the enchanting Chopal constituency. This picturesque location is cradled in the embrace of the Churdhar Peak, the highest peak in the outer Himalayas, and is characterized by its breathtaking landscape. The area is surrounded by numerous snow-capped peaks, lush green valleys, and vibrant flora, making it a visual delight for both residents and visitors alike. The Salvi River flows gently at the foot of these majestic mountains, enhancing the natural beauty of the region. On the other side, the majestic peaks of Uttarakhand loom, creating a stunning backdrop that captivates the hearts of many.

The rich cultural tapestry of Nerwa is woven through its numerous beautiful and culturally rich villages. Each village tells its own story through its traditions, festivals, and way of life, showcasing the vibrant heritage of the region. The harmonious blend of nature and culture makes Nerwa not just a place to visit but a destination that resonates deeply with those who experience its charm.

In the heart of this idyllic setting stands the Government College Nerwa, an esteemed institution committed to fostering academic excellence and personal growth. Originally established as S.D. College, the institution was taken over by the Himachal Pradesh state government on June 13, 2002. Since its inception, the college has evolved into a crucial pillar of higher education in the region, serving students from diverse backgrounds and communities.

Before September 2017, the college operated from the historic S.D. College building, which, while steeped in history, lacked the modern amenities required to accommodate a growing student body. The subsequent move to a newly constructed campus marked a significant milestone in the college's journey, providing state-of-the-art facilities designed to meet the educational needs of today's students. This transition reflects the institution's commitment to enhancing the learning experience and supporting student success.

Government College Nerwa offers a diverse range of programs across various disciplines, equipping students with the knowledge and skills needed to thrive in a rapidly changing world. The college is dedicated to promoting not only academic excellence but also the holistic development of its students. This commitment is evident in the various extracurricular activities, workshops, and seminars organized throughout the academic year. Such initiatives encourage students to engage with their community, develop leadership skills, and foster a spirit of social responsibility.

Moreover, the serene environment surrounding the college significantly contributes to a conducive atmosphere for learning. The tranquil beauty of Nerwa, coupled with the invigorating freshness of the pine forests, provides students with an inspiring backdrop for their academic pursuits. This unique combination of natural beauty and academic focus sets Government College Nerwa apart as a leading educational institution in the region.

ACADEMIC HISTORY OF COLLEGE

- ✓ The college was formerly known as S.D College until it was taken over by the Himachal Pradesh Government on June 13, 2002.
- ✓ Initially only two streams i.e. Humanities and Commerce were introduced at the UG level.
- ✓ On December 8, 2009 and May 29, 2010 non-medical and medical streams respectively were also introduced at the UG level.
- ✓ In September 2017, the college was shifted to new building.
- ✓ Masters of Arts in two subjects English and Political Science was introduced from academic session 2021-2022.
- ✓ Masters in Commerce was introduced from the academic session 2022-2023.

SUMMARY

Government College, Nerwa, situated in the serene environment of Chopal constituency in Shimla district, Himachal Pradesh, is renowned for its commitment to academic excellence, social responsibility, and overall student development. Surrounded by the natural beauty of snow-capped peaks, pine forests, and rich cultural heritage, the college provides a holistic educational experience for its students.

1. Institutional Governance and Administration

The college has a robust governance structure in place, led by the Principal and supported by committees like the Internal Quality Assurance Cell (IQAC) and College Advisory Board. These bodies ensure the efficient functioning of academic, financial, and administrative aspects, with a focus on continuous improvement. The college maintains strong adherence to regulatory frameworks, demonstrating transparency, accountability, and student-centered policies.

2. Academic Excellence: Teaching, Learning, and Evaluation

With a focus on delivering quality education, the college ensures its faculty is highly qualified and dedicated. The institution follows university-prescribed curricula while making sure to include innovative teaching methods, frequent internal assessments, and mentorship programs. Continuous internal academic audits ensure that standards are maintained and student learning outcomes are met. The college regularly assesses its teaching practices and integrates feedback from students to improve learning environments.

3. Stakeholder Engagement and Feedback

The college actively involves key stakeholders, such as parents through the Parent-Teacher Association (PTA) and alumni through the Old Student Association (OSA). Regular feedback from these stakeholders is collected and analyzed by the IQAC for implementing necessary changes and improvements. These engagements play a vital role in bridging communication between the institution and its community, ensuring collaborative growth and development.

4. Best Practices and Social Initiatives

The college has implemented several best practices that ensure a positive and secure campus environment. Initiatives such as the Zero Tolerance Policy for sexual harassment, gender discrimination, and ragging reflect its commitment to maintaining student safety and inclusivity. The Women Empowerment Cell and Student Grievance Redressal Cell actively address issues faced by students. Moreover, environmental consciousness is promoted through activities like energy conservation, plastic-free campus drives, and rainwater harvesting. The college also engages in social outreach programs like adopting nearby villages for community development.

5. Institutional Innovation and Distinctiveness

Government College, Nerwa, stands out through its innovative initiatives aimed at enhancing student experiences. The introduction of self-defense training for girls, the formation of mentor-mentee groups, and specialized support for weaker students exemplify the institution's commitment to personal and academic development. The college encourages the extensive use of modern resources like the library, ICT labs, and other facilities to further students' learning and research opportunities.

6. Academic and Financial Audits

The college regularly conducts both academic and financial audits to ensure its operations are transparent and up to standard. Academic audits focus on reviewing teaching practices and curricula, while financial audits—conducted by AG and LAD offices—have settled most previous audit paras, demonstrating the institution's sound financial management. Additionally, the college efficiently responds to Right to Information (RTI) requests and court matters, maintaining comprehensive records for future reference.

7. Collaborations and Holistic Development

The college engages in collaborations with NGOs and government bodies, conducting joint programs on topics such as drug abuse prevention, road safety, and social welfare. These collaborations are designed to enhance students' awareness of societal issues and provide them with practical learning opportunities. Furthermore, the college prioritizes holistic student development by organizing workshops, seminars, and guest lectures on topics that contribute to personal, academic, and professional growth.

Government College, Nerwa, serves as a model of academic excellence, social responsibility, and innovation in the region. Through its dynamic governance, best practices, and community engagement, the college is committed to nurturing the intellectual and personal growth of its students, while also contributing positively to the society at large.

SELF ASSESSMENT REPORT

1. CRITERIA 1: TEACHING LEARNING (Score 140) (105/140)

1.1. MODE OF TEACHING (25/25)

1.1. i. Blended Teaching

12

All assistant professors across departments typically adopt a blended teaching style, which integrates traditional classroom lectures with technology-based learning. This approach provides a flexible and participatory environment conducive to modern learning.

1.1. ii. Flipped Classroom

08

The flipped classroom strategy has been effectively employed by all assistant professors. Students engage with learning materials, such as videos and texts, at home, while classroom time is dedicated to interactive discussions, problem-solving, and application of the knowledge gained.

1.1. iii. Teaching as per the Needs of Different Student Groups

05

The faculty members from all departments have customized their teaching approaches to meet the distinct needs of diverse student groups. This adaptive strategy ensures that varying learning styles and paces are accommodated, enhancing the overall effectiveness of instruction.

1.2. CURRICULUM PLANNING AND IMPLEMENTATION (33/45)

1.2. i. Teaching Schedule

10

The academic schedule is framed by the Internal Quality Assurance Cell (IQAC) of the college keeping in view the Academic Schedule notified by HPU/HP Govt. It is circulated among all assistant professors at the beginning of each session. Professors adhere strictly to this schedule, ensuring a minimum of 180 instructional days per year. The schedule outlines the curriculum, topics, timelines, and evaluation dates, providing a structured and organized learning experience.

1.2. ii. Defined Learning Outcomes

05

All assistant professors clearly define and communicate learning outcomes for each course. These outcomes are unit-specific and are detailed in the teaching schedule.

1.2.	iii. Curriculum Enrichment Practices	04
	<ul style="list-style-type: none"> • The Department of Zoology organized an educational tour to the Forest Research Institute, Dehradun in October 2022. • The Department of Commerce implemented four curriculum enrichment practices, including projects that are mandatory for M.Com fourth-semester students. 	
1.2.	iv. Internal Assessment Mechanism	08
	<ul style="list-style-type: none"> • Various internal assessment methods, including quizzes, class tests, presentations, assignments, and mid-term tests (MTT), are employed throughout the year. The evaluation criteria are as follows: • Attendance: 5 points, Assignments: 10 points, Mid-Term Test: 15 points Assistant professors maintained accurate records in their student attendance registers/files. 	
1.2.	v. Prompt Communication of Assessment/ Results	06
	All assessment results were communicated to students within 7 days. Results were posted on the college website, displayed on notice boards, and shared with the class groups and the Controller of Examinations (COE).	
1.3.	ADD-ON/CERTIFICATE COURSES (5/20)	
1.3.	i. Number of Courses	2.5
	The college offered one add-on course, benefiting approximately 30% of students. The English, Employability, and Entrepreneurship (EEE) program, conducted in collaboration with the Himachal Pradesh Kaushal Vikas Nigam, had two batches of 60 students each, benefiting a total of 120 out of 550 students.	
1.3.	ii. Percentage of Students Benefitted:	2.5
	Up to 30% of students benefited from add-on courses, such as the EEE program and other supplementary educational resources	
1.4.	STUDENT FEEDBACK (25/25)	
1.4.	i. Sample Size:	05

Assistant professors collected feedback from more than 25% of the student population. This data is instrumental in enhancing teaching effectiveness and the overall learning experience.

1.4. ii. Student Satisfaction:

10

Student satisfaction levels ranged from 80% to 100%, demonstrating a high level of contentment with the teaching methods and academic support.

1.4. iii. Action on Feedback:

10

All assistant professors acted on student feedback, reflecting a commitment to continuous improvement. This proactive approach helps the institution maintain its academic standards and positively impacts its reputation.

1.5. EXAMINATION RESULTS (25 POINTS) (17/25)

1.5. i. Percentage of Students Passed

The performance of students, as reported by assistant professors, is as follows:

- More than 81% passed: English, Hindi, Music, Physical Education and Zoology
- 71-80% passed: History
- 61-70% passed: Chemistry, Commerce and Mathematics
- 51-60% passed: Political Science and Sanskrit.

09

This range highlights variation in academic performance across departments, with a majority achieving pass rates above 81%.

1.5. ii. Percentage of Students with A Grade or Above

The percentage of students achieving A grade or higher is as follows:

- More than 20%: Chemistry, Commerce, English, History, Hindi, Mathematics, Music Physical Education and Zoology.
- 6-10%: Political Science and Sanskrit.

08

The data indicates strong academic performance across most of the departments

1.5. iii. Number of Students in University Merit List: 00

No student from the Departments of Arts, Science, or Commerce made it to the HPU/SPU merit list in the 1st to 3rd position or the 4th to 10th position, resulting in no points awarded.

2. STUDENT SUPPORT, SERVICES AND PROGRESSION (SCORE 280) (166/280)

2.1. PRE AND POST ADMISSION COUNSELING (25/25)

2.1. i. Admission Schedule 05

- The admission schedule is notified by Himachal Pradesh University (HPU) and the Directorate of Higher Education (DHE). The college adheres to the prescribed schedule and follows the roster system for seat allocation, particularly for reserved categories. Notifications regarding the sale of the prospectus are posted on the college notice board and advertised in print media.
- Courses Available and Student Intake: The College offers undergraduate programs in Arts, Science, and Commerce, and postgraduate programs in English, Political Science, and Commerce. These programs were available for the academic year 2023-24.
- Eligibility Conditions: The eligibility criteria are widely publicized through various mediums:
 - ✓ Prospectus: All applicants have free access to an e-copy of the prospectus.
 - ✓ Notice Boards: Information is displayed on the college notice boards.
 - ✓ College Website: Admission-related updates are available on the website.
 - ✓ Parent Teacher Association (PTA): Communicates information to parents.
 - ✓ Social Media: The college Facebook page and WhatsApp groups are also utilized for announcements.

• Pre-Admission Counselling 10

The college forms an Admission-cum-Counselling Committee, comprising faculty members who assist students in selecting courses and subject combinations. The committee also helps students navigate the admission process.

2.1. ii. Student Orientation

10

After admissions, orientation sessions are held to acquaint students with the institution, its facilities, and academic requirements. These sessions cover:

- Student Facilities: Introduction to library services and other student support mechanisms.
- Academic Calendar and Examination Pattern: Students are briefed on credit requirements per course, the Continuous Comprehensive Assessment (CCA) system, and the timetable.
- Student Committees: Information on committees like the Bus Pass Committee, Discipline Committee, and the Sexual Harassment Committee is shared.
- Extracurricular Activities: The orientation promotes involvement in social initiatives, and students are introduced to the National Service Scheme (NSS), Rangers and Rovers, Red Ribbon Club, and other departmental clubs. They are also encouraged to contribute to the college magazine.

All these activities are conducted in the College as per the academic/ activity schedule.

2.2. SCHOLARSHIPS (10/10)

2.2. i. Awareness about Scholarships

05

The college's Scholarship Committee organizes awareness sessions, ensuring that students are informed about state and centrally sponsored scholarship schemes. The committee members assist eligible students in applying for scholarships. For the academic year 2023-24, 44 students received scholarships under various central and state government schemes.

2.2. ii. Scholarships outside Government Schemes

05

The college has created a fund for financial help to the needy students in which contributions are made by teaching and non-teaching staff of the college. The deserving students duly recommended by the committee are given one time scholarship.

2.3. SPORTS AND CULTURAL ACTIVITIES (22/32)

The college organizes numerous sports and cultural activities to enhance student engagement and foster overall personality development. These activities are designed to promote teamwork, leadership skills, and cultural participation among students.

Sr. No.	Activities		
1	% of students participating in Sports Activities	48	10 06
2	% of students participating in Cultural Activities	16	
3	Medal/ Trophy won in Sports/ Cultural activities	Nil	06
	1. National/ Inter University	Nil	
	2. State/ Inter College	Nil	
	3. District level (also includes cluster level)	1st Prize in Folk dance in Sports Youth Festival Programme.	

2.4. STUDENT PARTICIPATION IN NSS/ RANGERS AND ROVERS/ CLUBS (16/20)

2.4. i. NSS Activities

04

The college's NSS unit is sanctioned for 100 volunteers but has enrolled 220 students due to high demand. NSS activities focus on community engagement, with special emphasis on:

- Drug Abuse Awareness
- AIDS Awareness
- Cleanliness Drives (NSS volunteers have adopted Shykyar village for regular cleanliness campaigns).
- Additionally, NSS conducts special lectures, organizes observance days, and holds intra-college competitions.

2.4. ii. NCC unit is not existence in the College.

2.4. iii. Rangers & Rovers: 24 students have been enrolled 12 each for Rangers & Rovers.

04

2.4. iv. Road Safety Club

04

The Road Safety Club educates students on road safety rules and organizes competitions to raise awareness about traffic signs, signals, and markings. A board displaying road signs has been installed on campus.

2.4. v. Red Ribbon Club

04

The Red Ribbon Club conducts health awareness programs and workshops on topics such as AIDS awareness, cancer awareness, and the benefits of yoga (with a special focus on International Yoga Day).

2.5. NSS PARTICIPATION IN NATIONAL AND STATE-LEVEL ACTIVITIES (0/18)

NSS volunteers from the college actively participate in both national and state-level events, contributing to community building and social initiatives.

Sr. No.	Activities	
	NSS / Rangers and Rovers Participating in	
1.	National Level /RD Parade	Nil
2.	State camps/ Parade	Nil
3	Award won in these activities	Nil
	1. National	Nil
	2. State	Nil
	3. Cluster level	Nil

2.6. ANTI-DRUG AWARENESS PROGRAMME (08/10)

The college has formed an Anti-Drug Awareness Cell that conducts activities to sensitize all the students about the dangers of drug abuse. Campaigns, workshops, and drives are organized to promote a drug-free campus environment.

2.7. GENDER EQUITY INITIATIVES (10/10)

The college's Women Empowerment Cell conducts capacity-building programs focused on gender equity, such as:

- Self-defense training for girl students.
- Yoga sessions to promote mental and physical health.
- A well-furnished common room for female students is also available, providing a comfortable space with seating for 30-40 girls at a time.

2.8. MENTOR-MENTEE GROUPS (08/10)

To support students in their academic and personal development, the college has established Mentor-Mentee Groups. The entire student body is divided into 12 groups of 50-55 students, each assigned a faculty member as their mentor. This system ensures personalized attention and guidance for all students.

2.9. REMEDIAL CLASSES AND BRIDGE COURSES (06/10)

The college conducts remedial classes for academically weaker students to ensure they are not left behind. Additionally, bridge courses and tutorial groups are formed to help students with specific learning needs and competitive exam preparation.

2.10. CAPACITY BUILDING OF STUDENTS (10/20)

In the 2023-24 academic session, the college organized various programs aimed at developing skills related to leadership, health, and other critical areas necessary for holistic student development.

2.11. CAREER COUNSELING AND PLACEMENT CELL (04/20)

The Career Counseling and Placement Cell of the college provides ongoing support to students throughout their academic journey. Special attention is given to final-year students, who are informed about career opportunities and preparation for various entrance exams.

2.12. STUDENT PROGRESSION (11/30)

2.12. i. While the college offers postgraduate programs only in English, Political Science, and Commerce, it sees about 30% of its students progressing to higher education, both within and outside Himachal Pradesh University. 06

2.12. ii. One student of M.A. Pol. Science (III Sem) has cleared NET in July 2024. 05

2.13. No. OF CO-CURRICULAR AND SPORTS ACTIVITIES ORGANIZED (06/25)

Various co-curricular and sports activities are held under the auspices of NSS, the Department of Physical Education, and other clubs. These activities promote values like teamwork, social service, and leadership. Students also participate in national initiatives such as: The following Intra-College events were carried out during the previous years

- Annual Athletic Meet 03
- Swachh Bharat Abhiyaan 03
- SVEEP (Systematic Voters' Education and Electoral Participation)
- National Unity Day
- Hindi Diwas
- Ozone Day

2.14. ANNUAL PRIZE DISTRIBUTION FUNCTION (10/10)

The college organized an Annual Prize Distribution Function in March 2024, during which meritorious students in academics, sports, and cultural activities are recognized and awarded for their achievements.

2.15. COLLEGE MAGAZINE (10/10)

The college publishes its annual magazine, "Chuddhaar," which provides a platform for students to express their creativity through articles, stories, and poems. The magazine also includes messages from the principal, faculty, and the editorial board. The college magazine for the academic session 2023-24 has been uploaded on the college web site.

2.16. COLLEGE WEBSITE UPDATED REGULARLY (10/10)

The college website (www.gdcnerwa.edu.in) is updated regularly with important notices, photographs of events, and other student-related activities, ensuring easy access to information for all stakeholders.

3. INFRASTRUCTURE & RESOURCES (SCORE 160) (121/160)

3.1. CLASSROOMS (10/10)

- Number of Classrooms:
The college has a total of 20 classrooms, with 6 of them designed in theatre style for better visibility and interaction.
- Maintenance:
A dedicated sweeper position is filled, ensuring that classrooms are cleaned daily and remain well-maintained.

3.2. LIBRARY FACILITIES (23/25)

3.2. i. Adequate Print Books: The library houses 3,882 printed books. With a student population of 556, this equates to 798.2 books per 100 students. **03**

3.2. ii. Newspapers, Magazines, and Journals Availability:

- Newspapers: The library subscribes to 5 daily newspapers—Tribune, Divya Himachal, Himachal Dastak, Employment News, Indian Express. **03**
- Magazines: 5 magazines are available, including Indian Management, India Today, Reader's Digest.

3.2. iii. Access to E-Resources:

The library provides e-subscriptions to Employment News and Indian Express and is equipped with a computer that has internet access for students to use. **03**

- 3.2. iv. Seating Capacity: 04
The library has a seating capacity for 70 students, which represents 12.59% of the total student population.
- 3.2. v. Usage of Library Resources: 05
Over 50 books are issued each week, and the library operates at full seating capacity, remaining open for more than 7 hours daily.
- 3.2. vi. Digital Library: 05
The library currently has only 2 computers with internet access, falling short of the requirement for a fully equipped digital library.
- 3.3. ICT FACILITIES **(24/25)**
- 3.3. i. Interactive Panels and Projectors: 04

The college has three interactive panels/virtual classrooms installed—one in each of the Arts Block (Room 310) and Science Block (Room 218). Additionally, there are two projectors available.
- 3.3. ii. Teachers Using ICT: 05
100% of the faculty utilize ICT facilities in their teaching, ensuring all students benefit from these resources.
- 3.3. iii. Students Benefiting from ICT: 05
All students (100%) are exposed to ICT resources due to their widespread use by the faculty.
- 3.3. iv. Internet Connections: 05
The college has a leased line and 4 additional internet connections, which provide internet access in the IT lab and faculty rooms.
- 3.3. v. Use of ICT by Non-teaching Staff: 05
6 members of the non-teaching staff also utilize ICT resources for administrative purposes.

- 3.4. FACILITIES FOR SPECIALLY-ABLED STUDENTS **(04/04)**
- 3.4. i. Ramps/Wheelchairs/Support Railings: The college has a ramp at the entrance for easy access for differently-abled students and staff. **02**
- 3.4. ii. Separate Washrooms: Dedicated washrooms for differently-abled individuals are available on the first floor of the campus. **02**
- 3.5. SPORTS FACILITIES **(16/20)**
- 3.5. i. Sports Activities Conducted: **04**
 The Department of Physical Education organizes training camps for both men's and women's teams in Kabaddi and Volleyball competitions.
- 3.5. ii. Indoor Sports Facilities: **04**
 The college offers indoor sports such as Table Tennis in a dedicated room. Visitor attendance is tracked via a register.
- 3.5. iii. Adequate Sports Equipment: **04**
 The college has sufficient equipment for sports including Javelin Throw, Discus, Shot Put, Table Tennis, Gym, and Volleyball.
- 3.5. iv. Gymnasium: **04**
 The gymnasium is operational and equipped with essential gym equipment. A visitor log is maintained by the Department of Physical Education.
- 3.6. AUDITORIUMS/HOSTELS/SEMINAR HALL/STAFF QUARTERS **(08/16)**
- Auditorium: The college's Examination Hall also functions as an auditorium for large events. **04**
 - Hostels: Currently, the college does not have hostel facilities.
 - Seminar Hall: A well-maintained Seminar Hall is available and is frequently used for PTA meetings and workshops. **04**
 - Staff Quarters: The College has no staff quarters presently.

- 3.7. LABORATORIES (20/20)
- 3.7. i. Laboratories with Adequate Equipment: 10
 The college features laboratories for Chemistry, Physics, Zoology, and Botany, all of which are equipped with modern instruments as per syllabus requirements.
- 3.7. ii. Lab Usage: 10
 Regular practical classes are held by faculty members, particularly for Zoology and Chemistry, including support for other science subjects such as Physics and Botany.
- 3.8. COMPUTERS (10/10)
- 3.8. i. Adequate Number of Computers: 05
 The college's IT lab contains 27 computers with internet access. This amounts to approximately 20 students per computer.
- 3.8. ii. Usage of Computer Hardware: 05
 Both internal hardware (e.g., motherboard, RAM) and external hardware (e.g., monitors, keyboards) are actively utilized.
- 3.9. OTHER FACILITIES (10/10)
- Canteen: The college canteen operates from 10:00 AM to 5:00 PM and is well-maintained, providing food and beverages to students and staff. 02
 - Staff Room/Faculty Rooms: The college has a well-maintained Staff Room, complete with attached washrooms. Faculty rooms are available for the Science departments (Chemistry, Physics, Botany, Zoology). 02
 - Space for NSS/Rovers and Rangers: 02
 Dedicated rooms are available for NSS, Rovers, and Rangers activities, including storage and meeting spaces.
 - Examination Room: 02
 A dedicated room for examinations is available, used for both college examinations and IGNOU/competitive exams.
 - Medical Care Facilities: 02
 The college provides a first aid box and bed for medical emergencies, maintained by the Department of Zoology.
- 3.10. Documentation of Academic, Co-curricular, and Extracurricular Activities (20/20)

- Each department maintains a Department Activity Register, verified by the Principal, to record activities.
- The college also maintains a common register for recording all events and achievements.
- Photographs and updates are uploaded regularly on the college's Facebook page.
- The IQAC committee ensures the documentation of faculty achievements.

4: INSTITUTIONAL MANAGEMENT (Score: 220) (143/220)

4.1. INSTITUTIONAL VISION (18/18)

4.1.i Vision Document

06

The institution aims to:

- Equip students with skills, knowledge, wisdom, technology, values, and character to lead responsible lives.
- Expand the frontiers of knowledge by fostering excellence in teaching, learning, research, and extension activities.
- Contribute to societal transformation through education, awareness, creativity, research, and innovation.
- Promote co-curricular and extra-curricular activities that provide practical orientation, helping students develop a holistic understanding of life.

4.1.ii Institutional Developmental Plan (IDP)

06

Strategic Plan for the Next Five Years (AY 2023-2028):

- Introduction of vocational courses in Tourism and Hotel Management, Bachelor's in Computer Applications (BCA), and Post Graduate Diploma in Computer Applications (PGDCA).
- A skill development certificate course in 'Communication Skills' under the initiative of the English Department.
- The launch of regular Master's degree programs (M.A.) in History and Hindi, beginning in 2025.

Opportunities:

1. Adequate infrastructure to potentially evolve into an ideal center for Higher Education.
2. Providing distance learning opportunities through Indira Gandhi National Open University (IGNOU).
3. Exposure to local folk art and culture through specialized training in music, dance, and drama.
4. Encouragement of social responsibility among students to nurture responsible citizens.

Priorities and Commitments:

1. Enhancing research and extension activities among students and teachers.
2. Motivating students to prepare for competitive examinations.
3. Maintaining quality education while ensuring broader access to higher education.

Institutional Gaps:

1. Shortage of funds, affecting the smooth functioning of the college.
2. Inadequate infrastructure, particularly the lack of ICT-enabled classrooms and auditorium.
3. Limited undergraduate programs, which restricts students' academic options.
4. Insufficient faculty to initiate new postgraduate courses.
5. Limited research output among faculty members.
6. The need for more books and journal subscriptions in the college library, despite the availability of automation and N-LIST facilities.
7. Insufficient government-sanctioned library staff, impacting library operations.

Mitigation Strategies:

1. Dedicated teaching and non-teaching staff ready to overcome academic challenges.
2. Faculty members meet UGC norms and are academically active.
3. A safe and secure environment is maintained for female students.
4. Encouragement of ICT tools in teaching-learning processes.
5. Continuous up gradation of the well-equipped computer lab.
6. Career Counseling Cell regularly organizes workshops, symposiums, and lectures for students.
7. Industry-academia meets are conducted to enhance placement rates.

Long-Term Goals:

1. Introduce vocational and professional courses in Science and Commerce streams.
2. Encourage participation in sports by providing relevant training.
3. Promote environmental awareness programs among students.
4. Introduce multidisciplinary and holistic education with add-on courses in Value Education, Human Rights, Web Designing, Mushroom Cultivation, etc.
5. Offer bridging courses for students from underprivileged backgrounds.
6. Organize student visits to historical and cultural sites.
7. Foster a research culture and establish research centers.

4.1. iii. Plan of Action

- As a higher education institution, the college prioritizes providing educational opportunities to students from underprivileged rural backgrounds.
- Faculty and staff actively participate in various programs organized by the institution.

- The college promotes an inclusive environment that nurtures leadership qualities through various celebrations and extension activities.
- The active participation of students and staff in extension activities, such as the NSS unit, fosters leadership qualities.

4.2. IQAC (12/12)

The Internal Quality Assurance Cell (IQAC) monitors and reviews the teaching-learning process through academic audits. It encourages faculty members to adopt innovative approaches using ICT tools and regularly organizes seminars and workshops to enhance educational quality.

4.2. i. No. of Meetings (2023-2025)

06

- 2023-2024: 05 meetings (08/02/2023, 06/03/2023, 30/06/2023, 11/09/2023, 16/11/2023).
- 2024-2025: 05 meetings (12/02/2024, 11/05/2024, 25/05/2024, 27/05/2024, 22/07/2024).

4.2.ii. No. of Programmes Organized

06

- National Seminar on the role of youth in environmental conservation (23/11/2023).
- Workshop on E-tools for office automation and classroom teaching (19-21/02/2024).
- Lecture series on POSH (Prevention of Sexual Harassment) for staff members (22/07/2024).

4.3. Management of Institutional Funds (16/16)

4.3. i. Institutional Development and Student Welfare

10

- All funds (BF, AF, PTA, etc.) are regularly utilized for institutional development and student welfare.

4.3. ii. Periodic Audits

02

- Latest Audit by AG Office (2012): Conducted from 24/12/2012 to 26/12/2012, covering the period May 2006 to November 2012. All paras have been settled, except Para No. 1.
- Audit by LAD (2015): Conducted from 01/06/2015 to 15/06/2015 for the period April 2011 to March 2015.
- RUSA Grant Audit (2021): Audited on 18/09/2021 by a Chartered Accountant, with 20 paras noted. Efforts are ongoing to resolve remaining issues, including an unspent amount of Rs. 92,815.

4.3.	iii. Settlement of Bills/Advances	04
	All bills (salary, medical, TE, TTA, etc.) are settled promptly, subject to fund availability. Advances from different fund heads are settled within one month.	
4.4.	GRIEVANCE REDRESSAL OF STUDENTS AND EMPLOYEES (10/10)	
	The Grievance Redressal Cell ensures a safe environment for staff and students, especially female students. The institution promotes gender sensitization and has received no grievances from students or staff.	
4.5.	GREEN AND CLEAN CAMPUS (16/16)	
4.5.	i. Green Initiatives	06
	<ul style="list-style-type: none"> • One incinerator along with vending machine has been installed to maintain hygiene and sanitation. • One Solar panels generating 10KW of electricity has been installed for basic energy needs of the college. • Adherence to the 'Green Protocol,' encouraging the use of reusable containers. 	
4.5.2	Cleanliness in washrooms, building/campus	10
	<ul style="list-style-type: none"> • A dedicated sweeper position is filled, ensuring that classrooms are cleaned daily and remain well-maintained. • In addition cleanliness drives are being organized by the NSS wing at regular intervals. • The campus cleanliness is well-maintained, with regular trash collection and 	
4.6.	FACILITIES FOR STUDENTS (15/18)	
4.6.	i. Common Room for Girls	03
	<ul style="list-style-type: none"> • A dedicated well furnished girls' common room with seating for 30 students is available for use. 	
4.6.	ii. Adequate Toilets	03
	<ul style="list-style-type: none"> • The college provides 12 toilets (6 for boys and 6 for girls), with a ratio of 45 students per washroom. 	
4.6.	iii. Sanitary Napkin Vending Machine	03
	A sanitary napkin vending machine with an incinerator is installed in the girls' washroom.	

4.6. iv. CSCA Room

No specific room is designated for CSCA, however, the meetings take place in the well furnished conference hall.

4.6. v. Student Centre for Co-Curricular Activities

03

The college provides a gymnasium, table tennis room, badminton court, carom board with stand and kabaddi mats, regularly used by students.

4.6. vi. Regular Use of Playground

03

The college's playground, measuring 28 bighas, is regularly used for sports and fitness activities. Coaching is provided in different games and sports for students and local youth by kabaddi coach deputed in the college.

4.7. REGULAR UPDATION OF SERVICE BOOKS/ SERVICE RECORDS (03/03)

The service books of all 19 regular and 7 contract employees are regularly updated, verified, and signed by the controlling officer.

4.8. TIMELY SUBMISSION OF ACRs (03/03)

The ACRs of non-teaching staff were submitted to the Directorate of Higher Education (DHE) by March 2024, and for teaching staff by September 2024.

4.9. PROMPT RESPONSE TO OFFICIAL CORRESPONDENCE (05/05)

All official letters from HPU, DHE, and other departments are promptly replied to within the stipulated time.

4.10. MAINTENANCE OF OFFICIAL RECORDS (10/10)

Records of cash books, stock registers, fund registers, leave records, fine funds, etc., are maintained regularly.

4.11. STUDENT ATTENDANCE AND CCA RECORDS (10/10)

Attendance and Continuous Comprehensive Assessment (CCA) records have been maintained by each department.

4.12. NIRF RANKING

The institution has not been ranked by the National Institutional Ranking Framework (NIRF).

4.13. NAAC Accreditation

The college has not been yet accredited by the National Assessment and Accreditation Council (NAAC).

4.14. WHETHER AQAR BEING SUBMITTED AS PER TIMELINE ANNUALY OR NOT

N/A (not applicable) as the college is yet to be accredited by the National Assessment and Accreditation Council.

4.15. RECOGNITION FOR EXEMPLARY CONTRIBUTION OF STAFF AND STUDENTS (08/08)

The exemplary contribution by teaching as well as non-teaching staff is dully recognized by giving appreciation letters and honouring them in the Annual Prize distribution function. Similarly students securing first, second positions in annual exams and participating in academic and non-academic activities are also honoured in the Annual Prize distribution function.

4.16. INVOLVEMENT OF STAKEHOLDERS (13/20)

4.16. i. Parent-Teacher Association (PTA)

12

The college has an active Parent-Teacher Association (PTA) that plays a significant role in supporting the institution's development and ensuring an inclusive approach. The PTA holds General House meetings annually to elect the governing body for each academic session. These meetings were held on:

- 12/09/2022 (for the academic session 2022-23)
- 14/10/2023 (for the academic session 2023-24)
- 17/09/2024 (for the academic session 2024-25)

The PTA actively provides feedback and suggestions for the welfare of the students and the development of the institution.

4.16. ii. Old Student Association (OSA)

01

The Old Student Association (OSA) of the college was officially established on 21/11/2018. It was registered under the Himachal Pradesh Societies Registration Act, 2006, on 28/05/2019, with registration number 07/2019 at Chopal, District Shimla, Himachal Pradesh.

A WhatsApp group of OSA members has been formed, which facilitates communication among alumni. As of 4th September 2024, the group had more than 50 active members. The OSA plays a vital role in providing feedback and contributing to the development of the college by staying connected with the institution.

4.17. FEEDBACK FROM STAKEHOLDERS OTHER THAN STUDENTS AND ACTION TAKEN **(04/04)**

The feedback from stakeholders, specifically from PTA and OSA members, is regularly collected by the respective secretaries. The feedback is then submitted to the Internal Quality Assurance Cell (IQAC) of the college for further action. This ensures that the concerns and suggestions of stakeholders are considered in the decision-making process for continuous improvement.

4.18. ANNUAL REVIEW MEETING ON STUDENT OUTCOMES **(25/25)**

Annual review meetings are held at the college to discuss student outcomes in academics, co-curricular, extracurricular, and extension activities. These meetings are conducted by the staff, IQAC, and college advisory committee to assess the institution's performance and identify areas for improvement.

Action plans are prepared based on the discussions, and initiatives are implemented in the next academic session to achieve academic excellence and holistic development of students.

5: BEST PRACTICES, INNOVATION, AND INSTITUTION DISTINCTIVENESS (Score 80) **(71/80)**

5.1. BEST PRACTICES **(20/20)**

- Zero Tolerance Policy for Sexual Harassment, Gender Discrimination and Ragging

10

The college has established a Zero Tolerance Policy to ensure a safe environment free from sexual harassment, gender discrimination, and ragging. This is achieved through the following measures:

- ✓ The college has constituted a Women's Cell and a Prevention of Sexual Harassment (POSH) Committee, which are responsible for ensuring the safety and counseling of female students. These bodies organize a variety of events to promote gender sensitivity, including academic, health, cultural, and social programs.
- ✓ The Vishakha Guidelines are communicated to both students and staff through special lectures and presentations annually, creating awareness around sexual harassment laws and policies.
- ✓ Information about the POSH Committee and Internal Complaints Committee (ICC) members, along with their contact details, is displayed on boards across the campus and is also available on the college website.
- ✓ The Women Empowerment Cell conducts regular capacity-building activities for female students, such as self-defense training and yoga.

- ✓ A Girls' Common Room with proper seating arrangements for 30-40 students has been established. It is accessible from 10 AM to 5 PM on all working days and provides a safe space for girls to relax and socialize.

- Student Grievance Redressal Cell

10

The college has formed a Student Grievance Redressal Cell to promptly address issues such as examination-related complaints and ragging. Key initiatives include:

- ✓ A dedicated Anti-Ragging Committee, whose members and contact numbers are displayed on notice boards, ensures students know how to report any grievances.
- ✓ The college holds frequent meetings to resolve grievances. Due to the vigilant efforts of the Discipline Committee, no cases of ragging have been reported over the last five years.

5.2. SPECIAL INITIATIVES TAKEN (22/24)

5.2. i. Energy Conservation and Use of Solar Energy

04

The college has made strides in energy conservation by installing solar panels. Additionally, CFL bulbs and tubes are used in classrooms and offices. The college actively raises awareness about energy conservation among students through various in-class and campus-wide activities.

5.2. .ii Solid Waste Segregation/Management

04

The college has implemented a solid waste segregation system and uses a vermin compost pit for managing biodegradable waste. This initiative contributes to the overall environmental sustainability of the campus.

5.2. iii. Rain water Harvesting

04

A rainwater harvesting system has been installed on campus, with a proper channel and storage tank. While the college has not faced any significant water scarcity, the harvested water is occasionally used for gardening and campus cleanliness.

5.2. iv. Plastic-Free Campus

04

The campus adheres to a plastic-free policy in line with government regulations in Himachal Pradesh. Various awareness programs are conducted by the NSS unit to discourage the use of plastic. Students participate in plantation drives, cleanliness campaigns, and Swachh Bharat Mission initiatives to maintain a sustainable and eco-friendly environment.

5.2. v. Blood Donation Camps

02

The college encourages students and NSS volunteers to participate in blood donation camps. Those who donate blood receive mementos and certificates of appreciation from the college, recognizing their contribution to the community.

5.2. vi. Adoption of Village/Educational Institute

04

The college's NSS unit has adopted Shikyaar Village, where it conducts various awareness and sensitization programs. These activities include health awareness campaigns, environmental drives, and educational outreach to benefit the local community.

5.3. SOCIAL IMPACT OF EXTENSION ACTIVITIES (08/10)

08

The college's extension activities have a meaningful social impact, fostering community engagement and awareness among students. By organizing outreach programs, blood donation drives, and village adoption initiatives, the college contributes to the welfare and development of society. These activities not only provide valuable learning experiences for students but also instill a sense of responsibility toward community service.

5.4. SPECIAL NEW INNOVATIVE INITIATIVES (16/16)

The college has introduced several new and innovative initiatives aimed at improving student performance and engagement:

- Special Classes are arranged for academically weaker students to help them keep pace with their studies.
- Students are encouraged to use the library, internet, and ICT lab for learning and research.
- Mentor-Mentee Groups have been established to provide personalized academic support and guidance to students.
- Self-Defense Coaching for Girls has been introduced to equip female students with essential skills for personal safety.

5.5. COLLABORATIONS (05/10)

5.5. i. Collaboration with Peer Educational and Research Institutions

The college collaborates with other educational institutions in the region, facilitating exchange of resources and expertise as, the Kabaddi coach deputed in the college provides training to students from neighboring institutions. The college also offers its playground and sports equipment to other schools and colleges free of charge.

5.5. ii. Collaboration with Government Bodies and NGOs

The college works with government organizations and NGOs to conduct various sensitization programs on issues such as drug abuse, road safety, and environmental awareness. These partnerships contribute to the college's commitment to societal well-being and create a platform for students to actively participate in community-based initiatives.

6: FACULTY PROFILE & RESEARCH ACTIVITIES (SCORE: 100) (73/100)

6.1. PERCENTAGE OF TEACHERS WITH PH.D.: A total 21% (03) of the faculty members hold a Ph.D. degree. **(02/05)**

6.2. TEACHERS AS RESEARCH GUIDES: One faculty member is currently serving as a Ph.D research guide. **(04/08)**

6.3. In the last three years, faculty members have actively engaged in various professional development programs aimed at enhancing their academic and teaching expertise. The following programs were attended, each lasting one week or more: **(10/10)**

- 15 programs which include:
 - ✓ Orientation Programs
 - ✓ Refresher Programs
 - ✓ Faculty Development Programs (FDPs)
 - ✓ Workshops

6.4. PROJECTS/PATENTS/FELLOWSHIPS/ASSOCIATESHIPS: No project, patents, fellowships, or associate ships were reported by any faculty member during the assessment period.

6.5. PAPERS PRESENTED IN CONFERENCES/SEMINARS/SYMPOSIA (Last Three Years): **(08/08)**

- International Level: **05**
 - ✓ 5 papers were presented at international conferences.
- National/Regional/State Level: **03**
 - ✓ 03 papers were presented at national conferences.

6.6. SEMINARS, WORKSHOPS, CONFERENCES, AND TRAINING ORGANIZED BY THE INSTITUTE **(06/06)**

- Conference on Youth and Environmental Conservation:
 - ✓ Organized in collaboration with Vishwa Yuvak Kendra and Ved Mata Gyatri Kalyan Samiti on 23 November 2023.

- Three-Day Workshop on Use of E-tools in Office Automation and Classroom Teaching:
✓ Scheduled from 19–21 February 2024 at the institute.

6.7. PAPERS PUBLISHED **(18/20)**

- UGC Care List Journals:
✓ 2 papers were published in UGC Care List Journals.
- Non-UGC Care List Journals:
✓ 4 papers were published in non-UGC Care List Journals.
- Citations:
✓ No citations

6.8. TEACHERS' SPECIAL INNOVATIVE IDEAS: **(05/05)**

- Flipped Class Rooms
- Online Classes of other Colleges
- Creation of Contributory Fund

6.9. No. of BOOKS PUBLISHED/CHAPTER IN BOOKS: 02 **(10/10)**

6.10. TEACHERS ACADEMIC AND EXTENTION ACTIVITIES **(10/10)**

6.10. i. Resource person: no faculty member has been called upon by any agency as resource person.

6.10. ii. Member of Board of Studies/Subject expert etc: one of the senior faculty is member of board of studies in Economics for UG as well as PG level. **08**

6.10. iii. Popular articles: two popular artivcles have been published namely : *Gramin Vikas* and *Jaivik Kheti* in the year 2022 and 2024 respectively written by senior faculty member. **04**

7. MISCELLANEOUS (Score 120) (50/120)

7.1. ANY OTHER IMPORTANT INFORMATION NOT COVERED ABOVE

- **ACADEMIC AUDIT (20/50)**

The academic audit is a crucial process for ensuring that the college's educational practices maintain high standards of quality and relevance. It is a systematic review focusing on key areas such as teaching methodologies, curriculum design, learning outcomes, and overall academic governance. The aim is to assess the effectiveness of the teaching-learning process and make necessary improvements. The college conducts regular academic audits, and the records of these audits are well-maintained in the college office for future reference and accountability.

7.2. SPOT EVALUATION BY EXPERTS

7.3. AG AUDIT PARAS SETTLED UPTO DATE (05/05)

The college has complied with all audit requirements set by the relevant authorities. The Local Audit Department (LAD) carried out an audit from June 1, 2015, to June 15, 2015, covering the period from April 2011 to March 2015. All audit paras (observations or discrepancies) from this audit have been resolved, reflecting the college's commitment to financial and administrative transparency.

7.4. LOCAL AUDIT PARAS SETTLED (05/05)

A separate audit was conducted by the Accountant General's (AG) Office from December 24, 2012, to December 26, 2012, covering the period from May 2006 to November 2012. Most of the observations from this audit have been resolved, except for Para No. 1, which is still under consideration. The college continues to work towards resolving this outstanding issue in compliance with audit regulations.

7.5. TIMELY RESPONSES TO COURT CASES AND RTI APPLICATIONS (10/10)

The college is diligent in handling court cases and Right to Information (RTI) requests. All requests for information, whether related to legal matters or RTI applications, are promptly addressed. The office keeps a detailed record of the information requested and provided, ensuring transparency and accountability. This process ensures that the college meets all legal and administrative obligations in a timely manner.

7.6. INVITED SPEAKERS ON HOLISTIC DEVELOPMENT (10/10)

The institution places a strong emphasis on the holistic development of its students. To this end, the college regularly invites speakers (retired teachers, army personals, social workers etc.) and experts to discuss various themes, including academic, cultural, and personal

development topics, especially in NSS 7 day camps. These sessions aim to broaden students' perspectives and help them develop essential life skills alongside their academic knowledge.

7.7. SKILL DEVELOPMENT TRAINING (AT least 20% benefited):

Currently, no such training is being offered at the college, but efforts are underway to introduce skill courses in tailoring and cooking. These courses, expected to launch in the next academic session (2025-26), will benefit a large portion of the students, particularly girls.

Total Claim of Scores

Criterion1: 105/140

Criterion2: 166/280

Criterion3: 121/160

Criterion4: 143/220

Criterion5: 71/80

Criterion6: 73/100

Criterion7: 50/120

TOTAL : 729/1100



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