Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**DR. P.D.B.H. GOVERNMENT POST GRADUATE COLLEGE KOTDWAR**
Name of the head of the Institution	**Dr. M. S. RAUTELA**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01382222188**
Mobile no.	**8445695555**
Registered Email	**principal.gpgckotdwar@gmail.com**
Alternate Email	**iqacgpgckotdwar@gmail.com**
Address	**Degree College Road Near Lisa Depot Kotdwar**
City/Town	**Kotdwar**
State/UT	**Uttarakhand**
Pincode	**246149**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. D. M. SHARMA**
Phone no/Alternate Phone no.	**01382222188**
Mobile no.	**9837435811**
Registered Email	**principal.gpgckotdwar@gmail.com**
Alternate Email	**iqacgpgckotdwar@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://gpgckotdwar.org/uploads/files/shares/iqac/AQAR_Report16-17.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://gpgckotdwar.org/uploads/iqac/academic-calendar-2017-18.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C++**	**66.15**	**2004**	**03-May-2004**	**02-May-2009**
2	**B**	**2.07**	**2015**	**01-May-2015**	**30-Apr-2020**

6. Date of Establishment of IQAC

01-Jul-2015

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

activate the Career counselling cell to make aware students about different career opportunities.	30-Nov-2017 3	55
Environmental awareness program	16-Aug-2017 2	102
Encourage the faculty member and students to participate in seminars and conferences.	15-Sep-2017 1	53
Preparation of Calendar of Events	10-Jul-2017 1	20
Gender Sensitization expert talk	13-Jan-2018 2	56
Gender Sensitization seminar	29-Jan-2018 2	62
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2018 000	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
12. Significant contributions made by IQAC during the current year(maximum five bullets)	

? Gender sensitisation programme.	

? Environmental awareness programme.	

? To activate the career counselling cell to make aware students about different career opportunities.	

? Faculty constantly strives to improve teaching and learning excellence.. ? To encourage the faculty member and students to participate in seminars and conferences.	

?Preparation of calendar of events.	

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

Plan of Action	Achivements/Outcomes
To assist the principal in nominating staff in charge for all statutory positions.	All the committees were formed and functioned effectively.
Recommending infrastructure improvement	(a) Renovation of Geography Department. (b) Construction of Two Wash Room. (c) Construction of residence for watchman. (d) A Water purifier was installed in BioTech department.
Preparation of academic calendar of institution for quality enhancement	Prepared academic calendar for 201718 and monitored the curricular cocurricular activities as per given schedule.
Organisation of workshops and seminars by departments	(i) Workshop on Action Research was organized by CTE on 04-06 Jan. 2018. (ii) Following seminars were organized by Teacher Education Department in 2017-18:- a. Sarv shiksha abhiyan-15/11/2017. b. RMSA 22/11/2017. c. Marginalization 6/12/2017. d. RUSA 13/12/2017. e. Language Diversity21/12/2017. f. Sexual Harassment at work place 29/01/18.
Celebration and observance of nationally and internationally important days.	(a) Celebration of environment day, Children day, International Language day, Vivekanand Jayanti , Ravidas Jayanti, Teachers day etc. (b)NSS day.
Formation and Inauguration of department Associations for the year 201718, timely.	All departments formed their Associations and functioned according the schedule
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14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2018**
Date of Submission	**07-May-2018**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**At the time of admission the college use a software for MIS database management of the students.The student complete data is stored in the MIS viz. Name, Father Name, Faculty, Class, Subject, Mobile Number, Email and other relevant details of the student. After entering all the relevant data a unique ID is generated which is printed on their ID cards. In this way the MIS is being maintained for students support services.**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college offers a number of courses in the Arts, Science, Commerce and Faculty of Teacher Education. In respect of curriculum design and development the institution follows the syllabus and academic calendar as prepared by the University, which is modified time to time. Sometimes the University invites the teachers to attend the meetings regarding the upgradation of curriculum. In the session 2011-12 semester system was introduced at PG level courses. Before the start of every academic session, the college Principal calls the meeting of prospectus committee, which updates all the information regarding admission, fee structure, availability of seats, fee concession, scholarship, discipline norms and other general rules and regulations. The college plan and organize teaching-learning and evaluation schedules following the University Academic Calendar. College Maintain its annual blue print of academic event and co-curricular activities. The course content is uniformly distributed among the teachers. Teachers individually prepare their teaching plans for smooth progress of the course allotted to them. Lecture method is generally followed by teacher but ICT based teaching-learning is also conducted. Internal Tests,

Quiz, Seminars, Workshops are conducted by the teacher in their respective subjects. Due to introduction of semester system in PG courses the internal Exams are being conducted, twice in each semester. The strong feedback mechanism help the faculty members to in-hence their professional competencies. Being affiliated to the HNB Garhwal Central University, college does not have the option of formulating its own curriculum. The college strives through various aspects of holistic personality development. The institution aims to inculcate the highest intellectual standards through academic commitment and discipline. Students are inspired for higher level of academic achievement by completing the courses chosen by them. Awareness about socio-political and environmental issues like global warming, women empowerment, socio-economic as well as inculcation of moral and ethical values are also aspired. At UG level, following the instructions of the University, the college offers a compulsory paper 'Environment Science". The syllabus of this paper is designed in such a way by university that ecology and environment protection and preservation can be ensured. The college has established effective mechanism to ensure that the objectives of the curriculum are achieved in course of implementation. Following mechanism are used to ensure the achievement of stated objectives of the curriculum: 1 Student's feedback of teachers 2. Student's feedback for curriculum delivery. 3. Students performance and result analysis. 4. Encouragement of faculty through paper presentations.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate in Information Technology	Nil	01/06/2017	180	In Information Technology Field	Information Technology

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NA	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Hindi English, Eco, Pol.Sci,, Sanskrit, Socio, Philosophy, Music,Geog,H.Sci.Drawing	01/07/2015
BSc	Botany, Chemistry, Zoology, Mathematics, Biotech	01/07/2015
BCom	Accounts ,Economics, Management	01/07/2015
MA	Hindi English, Eco, Pol.Sci,, Sanskrit, Socio, Philosophy,	02/07/2012

		Music,Geog,H.Sci.Drawing	
MCom	Accounts ,Economics, Management	02/07/2012
MSc	Botany, Chemistry, Zoology, Mathematics, Biotech	02/07/2012

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	1	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
N/A	Nill	Nill
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
MA	English	14
MA	Geography	19
MA	Political Science	33
MA	Sociology	34
BEd	Government	92
BEd	Self Finance	92
MCom	Commerce	33
BA	Geography	98
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained

The college has designed a student feedback form to be duly filled by the students as an assessment of the teaching program and college infrastructure. However the process is done manually. The feedback is taken from students and Faculty. A well plan questionnaire is constructed an approved by the IQAC. This submitted feedback is then analyzed by the IQAC and the suggestions for the overall improvement in teaching and learning environment are submitted to the principal. A college put a lot of effort to make teaching learning process

students centric.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Hindi, English, Sanskrit, Political Science, Economics, History, Geography, Home Science, Sociology, Philosophy, Drawing and Painting, Music, Mathematics	881	1213	804
BSc	Chemistry, Physics, Mathematics, Zoology, Botany,	480	591	480
BCom	Commerce	320	373	207
MA	Hindi, English, Sanskrit, Political Science, Economics, History, Geography, Home Science, Sociology, Music	520	380	233
MSc	Chemistry, Physics, Mathematics, Zoology, Botany	161	305	146
MCom	Commerce	60	88	65
BEd	B.Ed.	50	50	50
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution	Number of fulltime teachers available in the institution	Number of teachers teaching both UG and PG courses

| 2017 | 3817 | 821 | 8 | 0 | 65 |

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
73	16	52	5	0	0

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

Each student as a mentee is linked with a teacher as a mentor generally the class teacher. through each mentor the students are informed about all the forthcoming events of the institute. The students are encouraged to participate in the class-discussions and prepare assignments. They are encouraged to visit library regularly to develop the habit of independent learning. Various departmental associations have been established to shaping up and channelizing the energy of every student. All the departments organize various types of academic and cultural events like quizzes, debates, poster making, essay competitions which helps the students to make flourish their skills.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4638	73	1:64

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
81	73	8	0	66

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	Nill

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	Semester	22/05/2018	30/06/2018
BSc	B.Sc.	Semester	15/05/2018	25/06/2018

BCom	B.Com	Semester	10/05/2018	28/06/2018
MA	MA	Semester	21/05/2018	25/06/2018
MSc	M.Sc.	Semester	19/05/2018	22/06/2018
MCom	M.Com	Semester	07/05/2018	23/06/2018
BEd	B.Ed.	Semester	10/09/2018	28/10/2018

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous evaluation system is being followed in the institution due to the CBCS system. Class tests, quiz, instant lecture, surprise tests are being conducted by departments to judge the academic progress and understanding of the student. Institution carefully implemented the curriculum designed by the affiliating University, as per the curriculum of course. Each department implemented the course as per guidelines mention in the curriculum, each department makes semester wise continuous Internal evaluation in the institution. As per rules each department conduct internal assessment unit test of 30 marks and as per marks obtained, internal assessment can be done. Similarly Project assignment, Seminar, Theory assignment and practical assignment also evaluated by the rules of affiliating university. Above mention internal assessment activity is arrange in each semester. In test activity course given to students and examination department prepare a time table of internal assessment tests, as per time table students were present to attain the tests. Project assignment and seminar topic awarded to students , students makes search on particular topic and collect information about the projects , read it and write summary in their own language and submit to concern department then concern faculty makes assessment on it and award the marks to students. Seminar topic is also given to students, students prepare the concern topic then after faculty scheduled the date to delivered the seminar, as per scheduled dates students delivered the seminar in front of all students, concern faculty make assessment on it and award the marks.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is prepared by Principal, in consultation with HOD(s) . - In the beginning of the academic session the students are apprised of academic calendar and same is uploaded on college website and displayed on notice boards and at strategic locations. - Only head of the institution can incorporate minor changes in academic calendar which he may deem fit considering the unforeseen circumstances. -The Schedule of All Examinations is given in academic calendar. - The course teachers announce the syllabus and display question.

2.6 – Student Performance and Learning Outcomes

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

https://gpgckotdwar.org/uploads/files/shares/iqac/B_Ed__POs_and_COs.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Hindi,	1764	1273	72

		English, Sanskrit, Political Science, Economics, History, Geography, Home Science, Sociology, Philosophy, Drawing and Painting, Music, Mathematics			
BSc	BSc	Chemistry, Physics, Mathematics, Zoology, Botany,	1046	842	80
BCom	BCom	Commerce	527	395	74
MA	MA	Hindi, English, Sanskrit, Political Science, Economics, History, Geography, Home Science, Sociology, Music	349	337	96
MSc	MSc	Chemistry, Physics, Mathematics, Zoology, Botany	163	157	96
MCom	MCom	Commerce	150	145	96
BEd	BEd	B.Ed.	100	100	100
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2.7 – Student Satisfaction Survey

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

https://gpgckotdwar.org/uploads/files/shares/iqac/SSS-2017-18.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year

Total	0	NIL	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Action Research	CTE	04/01/2018
5 Day workshop on Skill Development Training programme	CTE	09/01/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Excellence in the Field of Economics	Dr. P.N Yadav	NCMSE	24/09/2017	Associate Professor

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Not Applicable	NA	NIL	NA	NA	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Zoology, Chemistry	6	Nill
International	Hindi, History	4	Nill
International	Mathematics , Commerce	5	Nill
National	Govt.B.Ed.	7	Nill
National	Sanskrit	1	Nill
International	Home Science, Sanskrit	3	Nill

National	Geography, English	5	Nill

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

Department	Number of Publication
Zoology	5
Chemistry	3
Maths	2
Geography	6
Home Science	1
Hindi	1
English	1
Sociology	1
B.Ed.	3

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

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

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NA	NA	Nill	0	0	0

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	5	18	0
Presented papers	26	51	0	0
Resource persons	0	3	16	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Gender Issue Volunteers of NSS 7 Day Camp	Women/Anti Sexual Harassment at Work Place	2	74
Gender Issue	Women/Anti sexual Harassment at Work Place (B.Ed)	1	10
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
00	0	NIL	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Gender Issue	Women/Antisexual Harasment at Work Place	Lecture (Karya sthal par yon Utpedan Karan evam Nivaran)	2	74
Gender Issue	Women/Antisexual Harasment at Work Place (B.Ed)	Lecture (Karya sthal par yon Utpedan Karan evam Nivaran)	1	10
		View File		

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	Nill	Nill	Nill	Nill	0

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	Nill	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
160000	159973

4.1.2 – Details of augmentation in infrastructure facilities during the year

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

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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NIL	Nill	Nill	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	75467	14844458	533	159943	76000	15004401
Reference Books	1449	434700	2	600	1451	435300
CD & Video	6	600	0	0	6	600

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	64	2	0	0	0	0	0	1	0
Added	0	0	0	0	0	0	0	0	0
Total	64	2	0	0	0	0	0	1	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
84000	83264	173000	172278

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

Response: The institute has adequate facility for developing and maintaining all essential services .A responsible committee has been constituted in the college by the principal for inspecting all protective measures .Other services like electricity, drinking water ,stored water ,cleanliness and many more are regularly checked . Institute has appointed electrician , gardener ,sweeper ,peons etc. for all required services. Maintenance of Laboratories : In the institute all four faculty have 21 lab and 3 resource center. All faculty members are responsible for maintain all required record of laboratory equipment , chemicals and also check the stock register . The stock in laboratory is physically verified annually by the committee formed by the principal. Repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises. Library: The library committee included faculty members of all four streams and the librarian for maintain and utilizing all adequate library resource. Stock verification of library is done

at the end of academic session and weeding out process is done as per government rules. Schedule of issued and returned books is prepared class wise. It is mandatory for the students to ensure return of books before appearing in the exam. Library provide reading room facility for the students. Sports Complex: Institute have Gymnasium and a adequate playground which maintained fitness and co-curricular activity of the students . The institute have sufficient space for indoor and outdoor games. We also have facility for Outdoor games in Government stadium of the city .The regular students are regularly practice at the gym and available sports .Students participated many events and win medal for the college. Computer Lab: All 21 labs and 3 Resource center maintained stock register and regularly solve related technical problem. Computer maintenance is done regularly so that all computer works properly. Class Room: The maintenance and cleanliness of classroom is a regular process . Every year committee do physical verification and make sure that institute have adequate furniture for the students. Stock register and electrical appliances are checked regularly.

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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	State / Central Government/ Poor Student Fund Of College	49	86897
Financial Support from Other Sources			
a) National	Bio- tech hans culture center	2	58000
b)International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Seminar On Sexual Harassment at work Place	29/01/2018	28	Women Harassment and prevention cell
5 Day Workshop By CTE on Topic Skill Development Training Program	09/01/2018	96	CTE
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling	Number of students who have passedin the comp. exam	Number of studentsp placed

2018	Workshop on Action Research By CTE	92	92	0	0

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	Nil	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	12	UG Arts	Arts	DR.PDB HIMALAYAN GOVT.PG COLLEGE KOTDWAR	Post Graduate Music
2017	26	UG Arts	Arts	DR.P.D.B.H IMALAYAN GOVERNMENT POST GRADUATE COLLEGE	PG Hindi
2017	33	UG Arts	Arts	DR.PDB HIMALAYAN GOVT.PG COLLEGE KOTDWAR	Post Graduate English
2017	5	UG Arts	Arts	DR.PDB HIMALAYAN GOVT.PG COLLEGE KOTDWAR	Post Graduate Sanskrit
2017	32	UG Arts	Arts	DR.PDB HIMALAYAN GOVT.PG COLLEGE	Post Graduate Sociology

2017	42	UG Arts	Arts	DR.PDB HIMALAYAN GOVT.PG COLLEGE KOTDWAR	Post Graduate Economics
2017	26	UG Arts	Arts	DR.PDB HIMALAYAN GOVT.PG COLLEGE KOTDWAR	Post Graduate Pol.Sc
2017	26	UG Arts	Arts	DR.PDB HIMALAYAN GOVT.PG COLLEGE KOTDWAR	Post Graduate History
2017	44	UG Arts	Arts	DR.PDB HIMALAYAN GOVT.PG COLLEGE KOTDWAR	Post Graduate Geography
2017	16	UG Arts	Arts	DR.PDB HIMALAYAN GOVT.PG COLLEGE KOTDWAR	Post Graduate Home Science

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

Items	Number of students selected/ qualifying
NET	3
Civil Services	1
SET	1

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

Activity	Level	Number of Participants
34 Indoor and outdoor sports	College	127
RD Parade Participation	National	3
Special National Interigration Camp 2017	National	10

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student

2017	NIL	Nill	0	0	00	00
2018	NIL	Nill	0	0	00	00
No file uploaded.						

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

The college has a student union which has office bearers namely President, Vice President, Secretary, Joint Secretary, Treasurer, University representative and six members of general body. It follows the constitution as laid down by the University in accordance with Lingdoh Committee recommendations. It works for the welfare of the students and cooperates with the college administration on various issues related to students. Student union has a separate fund created out of the fees collected from the students at the time of admission. The student union has a office in the campus to hold meetings and carry out its functions. Students union elections were not conducted in the session 2020-21 due to covid-19 but student council has been formed. Apart from this, each department has its own student council, in which the president, vice president, secretary, joint secretary and treasurer are elected from among the talented students. Each department organizes debate, speech, essay and poster competitions among all the students of its subject and the winning participants are also rewarded at the college level. The college has following academic and administrative bodies which have student representatives -i) Student Union ii) Department Associations iii) NSS Advisory Committee iv) Editorial Board of departmental magazine if any v) Sports Committee vii) Anti Ragging Committee viii) Anti Women Harassment Cell : ix) Grievance Redressal Cell x) Rovers -Rangers Unit xi) Red Ribbon Club

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

? Development and application of quality benchmark/ parameters for various academic and administrative activities of the institution. ? To introduce modules of value based education. ? Development and application of innovative practices leading to quality enhancement and creation of a learner-centric environment conducive for quality education. ? Work for the development of internalization and institutionalization of quality enhancement policies and practices and at the same time act as a nodal unit for augmenting quality related activities in Uttarakhand. ? To crate awareness among students in the

wider context of socio-political issues.	

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Examination and Evaluation	? Two term end examinations conducted by H.N.B.GU and two internal examinations are organised by the college in each semester. ? Fare examination system is there in the college.
Research and Development	? The institution has formed a research committee consisting seven members to monitor the research activities. ? A number of research papers are being published by the faculty members in national / international journals. ? The students of PG classes have to prepare dissertation as part of their syllabus .
Human Resource Management	? As the institution is purely government institution, recruitment of staff entirely depends on state governments. ? The faculty members are encouraged to take various assignments beside teaching, to enhance their skills so as to benefit the institution.
Admission of Students	Admission of students are done on basis of merit .
Library, ICT and Physical Infrastructure / Instrumentation	? CCTV ? Public Address System ? Well organized Library ? Book bank scheme for SC/ST and Physically Challenged students
Curriculum Development	? No liberty regarding curriculum, as it is an affiliated college. ? Faculty is encouraged to become members of subjects associations through which recommendations are made to respective BOS. ? Faculty is also encouraged to become member of BOS of HNB Garhwal University Srinagar Uttarakhand and Sri dev Suman University Badshahithaul Uttarkhand.
Teaching and Learning	? ICT training to the faculty. ? Faculty member encouraged to impart the curriculum through innovative teaching methods as presentation, assignment, seminar etc. ? Guest lecturers are arranged in the college by faculty from

	other colleges. ? Faculty of the college is visiting other colleges to deliver guest lectures. ? Field visits were arranged by departments.

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

E-governace area	Details
Administration	Human resource management system provides best management of employees service record like Appointment, promotion, transfer, pay fixation, annual confidential report etc. of employees by information technology through HRMS module. This module will be used by employees for submission of their all type of leaves application, claims and advances. The head of the department/head of the office will approved and sanctioned employee's leave, claim and advances through online. All service records and employees service history will be updated automatically in run time through this module. Employees may also see his service book and records through this module anytime. For this purpose each employee is provided with unique User Id and Password. In this way, the day to day administrative works are being done with the help of integrated software, in which the HRMS module is also included. The link for the software is as follows: http://www.ekosh.uk.gov.in
Finance and Accounts	All type of Finance and accounts related services now maintained and monitored with the help of e-governance tool named IFMS software. The employees can access this module directly to check their pay rolls, leave account, service rules, health insurance scheme, Different type of form required to apply housing loan, vehicle loan, GPF advance, LTC, medical reimbursement etc. The weblink for this website is as follows: https://cts.uk.gov.in
Student Admission and Support	The student complete data is stored in the MIS viz. Name, Father Name, Faculty, Class, Subject, Mobile Number, Email, address , anti ragging form and other relevant details of the student.
Examination	All type of Examination activities and formalities are being done with the help of online portal provided by the University. All students fill

6.3 – Faculty Empowerment Strategies

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

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

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Skill Development Training Programme	Nill	09/01/2018	13/01/2018	96	Nill

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Progarmme	13	01/07/2017	30/06/2018	28
Refresher Course	2	01/07/2017	30/06/2018	14

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
64	9	35	20

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
? Group Insurance ? Loan facility from GPF ? Staff Club ? Teacher's	? Group Insurance ? Loan facility from GPF ? Staff Club ? Maternity	? Tuition fee is waived off at UG level ? Govt. Scholarship for SC/ST/OBC

Welfare fund ? Maternity leave ? Child care leave	leave ? Child care leave	students ? Poor boys fund

6.4 – Financial Management and Resource Mobilization

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

The college has constituted committees to check and examine the financial transaction in the college .There is a provision of physical verification of all the consumer consumable and non-consumable items. Various annual committees are framed for this purpose. Physical verification is conducted at the end of every academic year. The accounts are audited regularly by the Government auditors appointed by the Uttarakhand Government. Last audit Conducted in the college on 2017-18

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Hans Cultural Center, Kotdwar	**58000**	**Financial support for students**

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	**Yes**	**AG office Uttarakhand**	**Yes**	**Principal**
Administrative	**Yes**	**AG office Uttarakhand**	**Yes**	**Principal**

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

? Funding the different educational programme of the college ? Making suggestion in the general body and executive committee meeting for the development of the college. ? Financial support to infrastructural facility, Two Steel Rack, One Desk Top, One Printer, Four Tables One Almirah was provided to the institution.

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

Workshops, Meetings, and discussion are held for the development of support staff.

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

? Maintenance of college garden and making the campus rich in trees. ? Plantation drives by NFS programme. ? Plantation drives by NSS volunteers. ? Plastic Eradication Campaign.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	**Yes**
b)Participation in NIRF	**No**

c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Environmental awareness program	16/08/2017	16/09/2017	16/09/2017	102
2018	Gender Sensitization seminar	29/01/2018	29/01/2018	29/01/2018	62
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
An Essay competition on Aadhunik Kavya me Stri Vishyak Drishtikon organized by Department of Hindi	20/02/2018	20/02/2018	13	0
A Debate competition on Recruitment of Women in Defence forces- for and Against organized by English	08/03/2018	08/03/2018	48	2
A Lecture on Kary Sthal per Youn Utpeedan- Karan Evm Nivaran organized by Women/Anti Sexual Harassment at Work Place Cell in NSS 7days special camp in which advocate Smt. Sunita Agarwal	13/01/2018	13/01/2018	51	23

participated as Keynote Speaker				
A Seminar on Kary Sthal per Youn Utpeedan- Karan Evm Nivaran organized by Women/Anti Sexual Harassment at Work Place Cell	29/01/2018	29/01/2018	10	0
An Essay competition on 'Uttarakhand me Mahilao ki sthiti' organized by Department of Geography	23/04/2018	23/04/2018	12	0

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

Percentage of power requirement of the University met by the renewable energy sources
-An Essay competition on Natural Resources: Types and conversations organized by Botany department in which 11 students participated. -A Poster competition on National Disaster and Management organized by department of Botany. -A Poster competition on Prathvi Divas organized by department of Geography on 21.04.2018. 10 students participated in this competition. -An Essay competition on Disaster Mitigation organized by department of Zoology.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

| 2018 | 7 | 7 | 08/01/2018 | 07 | 07 days special camp of NSS in Govt. Primary School shivpur (Boys) GGIC, Kotdwar(Girls) | 1-Cleanliness in shivpur, Grasten ganj , Purana Kotdwar, 2- Raod Construction 3-Polythene abolition, 4-Addult 5-Construction of Drains 6-Environment conservation 7-Drug de-addication campaign | 74 |

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students	01/07/2017	The Code of conduct for students is published in college prospectus of 2017-18. According to this, every students will follow the following code of conduct- - All the students are answerable to the Principal for their conduct in the college, and for their behavior outside college, if it adversely affects the good name of the college. - 75 percent attendance is compulsory for each paper. - Ragging of any sort is not condonable for students. - Wearing the College identity card and Uniform is compulsory. - The use of mobile phones by the students inside of classrooms and specified places in the college campus is not permitted. - For maintaining an academic ambience, College Disciplinary Committee formulates

			rules and regulations that are bounding on the students.
Teachers	01/07/2017		The following Code of Conducts will be followed by all the teachers of the college- - The Rules and Regulations of Department of Higher Education Uttarakhand will be followed by all the teachers. - The Orders and Instruction of the Principal regarding- Admission, Teaching, Student Elections and Examinations will be followed by all the Teachers. - All Teachers will not engage in activity off-campus and on social media which can undermine the reputation of the college. - All teachers respect institutional Values.
Non-teaching Staff	01/07/2017		The following Code of Conducts will be followed by all the non-teaching staff of the college- -The Rules and Regulations of Department of Higher Education of Uttarakhand will be followed by non-teaching staff. - The Orders and Instruction of the Principal regarding- Admission, Official Work, Student Elections and Examinations will be followed by non-teaching staff. - All the staff will not engage in activity off-campus and on social media which can undermine the reputation of the college. - All the staff respect institutional Values.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Kavya competition on Hindi Sahitya me Rashtra Prem organized by	14/01/2018	14/01/2018	11

	Department of Hindi			
Debate competition on Vigyan Vardan ya Abhishap organized by Department of Biotechnology	16/10/2017	16/10/2017	9
Seminar on Emerging Role of CTE for Quality Education in Uttarakhand Organized by Department of B.Ed.	30/12/2017	30/12/2017	136
Workshop on Action Research organized by Department of B.Ed.	04/01/2018	06/01/2018	87
Workshop on Smart Class Management Programme	06/01/2018	10/01/2018	85
Workshop on Skill Development Training Programme organized by Department of B.Ed.	09/01/2018	13/01/2018	94
A Poster competition on Impact of Global Warming organized by Department of Chemistry	07/03/2018	07/03/2018	6
An Essay competition on Relevance of Increasing use of Internet in Mathematical Education	10/03/2018	10/03/2018	9
Quiz competiton on Botany and General Knowledge organized by Department of Botany	13/03/2018	13/03/2018	17
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

-A Poster competition on Environment Conservation organized by Department of Zoology. -Awareness Programme run by NSS Volunteers to make Campus Eco-friendly. -An Essay Competition on Water pollution is Threat to our Environment and Natural Water Resources organized by Department of Chemistry on 07-03-2018. -World Environment Day/ Water Day/ Earth Day Celebrated by NSS, NCC, Rover-Rangers and various Department of College. -Separate dustbins are used for Dry

waste and Wet waste. - Waste collection bins at prominent places.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Two best practices of the institution (1) ? Title of the practices:- "CM Monitoring Dash Board " - UTTARKASH . ? Goal:- To update the attendance of teachers and students regularly on CM Dash Board. ? The context: - According to the order no.-332/63/XXIV-4/2017 dated 14/02/2018 of CM office, the information's regarding 'key performance indicators' were ordered to be sent on CM Dash Board Monthly. In this context the letter no.-95/2017-18 dated 21/02/2018, Directorate of higher education Haldwani (Uttarakhand) ordered all the colleges of the state to send the aforesaid information on e-mail of directorate (jdhedehradun@gmail.com) of higher education . ? The practice:- Following the above order the institution has constituted a committee of six members so that the information can be sent timely. Monthly information under 'key performance indicators'- Teacher Attendance, Student attendance Career counselling programme for students are being sent regularly on the date 05th of every month. ? Evidence of success:- The institution is sending the above information timely to Directorate of higher education Haldwani (Uttarakhand) . ? Problem in encountered and resource required:- 1. Variation in core course, SEC Generic Course Attendance of Students. 2. Need a continuous and regular home work . (2) ? Title of the practices:- "Wall of Heroes". ? Goal:- To inculcate an aptitude of nationality and sacrifice among the students. ? The context :- Following the instructions of state government the institution framed the "Wall of Heroes" , in which the photographs and achievements of 21 Paramveer Chakra Awardees of Indian army were framed in the main gallery of the institution to make the students aware about the glorious achievements of Indian army and motivate them. ? The practice:- The inaugural ceremony of Wall of Heroes was chaired by the Cabinet Minister of Uttarakhan Government, Dr. Hark Singh Rawat. A grand celebration was organized on this occasion. A number of reputed person of local society attended this glorious moment with the institution family. ? Evidence of success:- Flag hoisting and National Anthem are arranged daily in front of the Wall of Heroes by the staff members and students. ? Problem in encountered and resource required:- No Problem is being faced.

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

https://gpgckotdwar.org/uploads/files/shares/iqac/BEST_PRACTICE_2017-18.pdf

7.3 – Institutional Distinctiveness

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

The College, being a State Government Institution has a nominal fee structure. Teachers are highly qualified providing quality education and several students get scholarship from State/Centre Government which further ensures better education of the economically challenged students. The tuition fee has been free by the State Government for all the students studying in this college. Providing best quality education to all sections of the society irrespective of religion, caste, creed and gender is our priority area. Being nominal fee structure with provisions of Government scholarship allow students from the socially/economically challenged backgrounds to get education in our college. As per the Government policy, reservation of admission seats for SC/ST/OBC/EWS and a physically challenged student is followed in the College. Our College have best quality teachers (some of them are University toppers, rank holders and eminent researchers) of Uttarakhand to ensure quality education. Since the

inception of the institution, the institution has empowered several students from socially and economically challenged backgrounds of the villages and remote areas within and the nearby districts who have been placed in reputed Institutes. Some students also cleared National level examinations. In session 2017-18 our three NCC cadets participated in Republic Day Parade at Rajpath New Delhi and 10 NCC cadets participated in Special National Integration Camp-2017 organized by Directorate General National Cadet Corps at Peddapuram (Kakinada district of Andhra Pradesh) on 5 to 16th October 2017.

Provide the weblink of the institution
https://gpgckotdwar.org/uploads/files/shares/iqac/Distinctness_2017-18.pdf

8.Future Plans of Actions for Next Academic Year

To strengthen the college Infrastructure To enforce the 75 attendance mandatory for students To introduce value added and skill based courses To combat the challenge of de-affiliation from HNB Garhwal University (A Central University) and to affiliate the Institute with Sridev Suman Uttarakhand University. The academic scenario will change entirely ant that will be a big challenge.