



## **YEARLY STATUS REPORT - 2022-2023**

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>H.N.B.GOVERNMENT P.G. COLLEGE,KHATIMA, DIST. U.S.NAGAR UTTARAKHAND</b>
• Name of the Head of the institution	<b>Dr. Ramesh Chandra Purohit</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>05943252244</b>
• Mobile No:	<b>8958843491</b>
• Registered e-mail	<b>gpgckhatima@gmail.com</b>
• Alternate e-mail	<b>iqacgpcckhatima@gmail.com</b>
• Address	<b>Bhood Maholiya Tehsil- Khatima, Post -Khatima Dist-Udham Singh Nagar</b>
• City/Town	<b>Khatima</b>
• State/UT	<b>Uttarakhand</b>
• Pin Code	<b>262308</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Semi-Urban</b>

• Financial Status	UGC 2f and 12(B)																								
• Name of the Affiliating University	Kumaon University Nainital,Uttarakhand																								
• Name of the IQAC Coordinator	Dr. Harendra Mohan Singh																								
• Phone No.	05943252244																								
• Alternate phone No.	8958681472																								
• Mobile	7060702476																								
• IQAC e-mail address	iqacgpckhatima@gmail.com																								
• Alternate e-mail address	gpgckhatima@gmail.com																								
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MjYzODc=">https://assessmentonline.naac.gov.in/public/index.php/hei/generateAqar_PDF/MjYzODc=</a>																								
4.Whether Academic Calendar prepared during the year?	Yes																								
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.hnbgpgckhatima.in/academic-calenders">https://www.hnbgpgckhatima.in/academic-calenders</a>																								
<b>5.Accreditation Details</b>																									
<table border="1"> <thead> <tr> <th>Cycle</th><th>Grade</th><th>CGPA</th><th>Year of Accreditation</th><th>Validity from</th><th>Validity to</th></tr> </thead> <tbody> <tr> <td>Cycle 1</td><td>C+</td><td>65</td><td>2004</td><td>08/07/2004</td><td>07/07/2009</td></tr> <tr> <td>Cycle 2</td><td>C</td><td>1.82</td><td>2013</td><td>03/05/2013</td><td>02/05/2013</td></tr> <tr> <td>Cycle 3</td><td>B</td><td>2.28</td><td>2023</td><td>23/11/2023</td><td>22/11/2028</td></tr> </tbody> </table>	Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	C+	65	2004	08/07/2004	07/07/2009	Cycle 2	C	1.82	2013	03/05/2013	02/05/2013	Cycle 3	B	2.28	2023	23/11/2023	22/11/2028	
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Cycle 3	B	2.28	2023	23/11/2023	22/11/2028																				
6.Date of Establishment of IQAC	08/05/2006																								
<b>7.Provide the list of funds by Central / State Government</b> <b>UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>																									

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
H.N.B.GOVERNMENT P.G. COLLEGE, KHATIMA	NA	NA	NA	Nil
8.Whether composition of IQAC as per latest NAAC guidelines			Yes	
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>			<a href="#">View File</a>	
9.No. of IQAC meetings held during the year			4	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>			Yes	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>			<a href="#">View File</a>	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?			No	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>				
11.Significant contributions made by IQAC during the current year (maximum five bullets)				
1. Online submission of all pending AQAR on the NAAC portal for getting the path to submit the SSR successfully by the college in coming months.				
2. Corrected in the name of the college in AISHE portal.				
3. Submitted IIQA on the NAAC portal				
4. Constructed of girls toilets for girls students in commerce building				
5. Submitted SSR on the NAAC portal.				
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards				

**Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
To confirm the minutes of the previous meeting held 21-July, 2022	The Principal was apprised by the coordinator of the IQAC cell about the work done and ongoing in the last session (2021-22). The IQAC cell also informed about the achievements made in the targets set for the meetings held in the last session (2021-22).
To submit all pending AQAR	Holding of important meetings with the heads of all the departments in the presence of principal regarding submission of necessary documents for finalizing the pending AQARs. All the required records have deposited by relevant departments and relevant person.
Implementation of NEP for First Year (I and II semester) graduate students	Instructed heads of the department to initiate actions that promote the adherence of faculty and staff members to the department's schedule, encompassing both theoretical and practical classes, along with internal evaluations.
To familiarize students with the significance of the National Education Policy (NEP).	Ensured the allocation of course-related assignments to every student, accompanied by distinctive assessments and the awarding of marks and grades based on the student's demonstrated skills in preparation, writing, and learning capabilities. Beside this the teacher always talked about importance of NEP together their students.
Collecting student details for SSS	Framed a committee for collecting details of students

	for SSS and committee successfully collected student's data for SSS and timely handover to IQAC.
Women's empowerment	With the help of Women Redressal Cell various departments organized various program related women empowerment.
Submission of AQAR of 2016-17 to 2021-22.	IQAC has successfully submitted AQAR of 2016-17 to 2021-22 on the NAAC Portal.
Remedial classes for weaker students	Instructed departmental heads for conducting remedial classes for weaker students and almost all departments have conducted remedial classes for their weaker students.
Name correction of the college	IQAC communicated with concerned authorities of AISHE regarding the name correction of the college and name of the college has successfully corrected on the AISHE portal.
Preparation and submission of IIQA	IIQA has been successfully prepared by IQAC and submitted on the NAAC portal dated 31/01/2023.
Outreach/Extension activities through NSS / Rovers-Rangers / B.Ed teams	Various outreach/extension activities organized through NSS/Rovers-Rangers/B.Ed students of the college.
Programs for strengthen students	Took initiatives aimed at empowering students through social value activities, writing skills, sports activities, competitive activities etc.
Timely submission of SSR	Self-Study Report (SSR) has prepared by IQAC and successfully submitted on the NAAC portal dated 27/04/2023.

Departmental preparation for NAAC Peer Team Visit	To instruct all faculty in-charges by IQAC chairperson and coordinator on necessary guidelines for departmental preparation regarding the visit of NAAC peer team.
Complete Student Satisfactory Survey (SSS)	With the help of IQAC SSS completed .
College preparation for NAAC Pear Team Visit	All the departments at the college level are making their own arrangements for the visit of NAAC peer team.

13.Whether the AQAR was placed before statutory body?	No
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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

#### 14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	01/03/2024

#### 15.Multidisciplinary / interdisciplinary

The session of 2022-23 syllabus designed by the university accordance to NEP. The National Education Policy (NEP) advocates for a transformative approach in undergraduate education by fostering multidisciplinary and interdisciplinary learning. It encourages students to engage across diverse academic domains, breaking traditional silos. This paradigm shift emphasizes the integration of knowledge, skills, and perspectives from various disciplines, preparing graduates for complex real-world challenges. The NEP envisions a holistic education system that promotes critical thinking, creativity, and a comprehensive understanding of subjects. Through multidisciplinary education, students develop a broader intellectual foundation, enhancing their adaptability and problem-solving abilities, crucial for success in the dynamic global landscape. At Post Graduate level the college has already adopted

CBCS sytem for students. Students do the Dissertation work to obtain Post Graduate degree. Through the Dissertation work faculties of the institute always try to integrate the humanities and arts with Science among students for exploring creativity and innovation, critical thinking and higher-order thinking capacities, problemsolving abilities, teamwork, communication skills in social and moral awareness, etc. A distinctive feature of Khatima College is the sustained effort of its IQAC towards curriculum enrichment through interdisciplinary and multidisciplinary activities as they provide a social context and perspective to the teaching-learning process and an opportunity to broaden the knowledge gained from regular curricular activities.

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

An Academic Credit System is a framework used by educational institutions to quantify the academic workload of a student in terms of credits. Credits are assigned to courses and represent the hours of study, including lectures, labs, and independent work, required for successful completion. The system is designed to measure and compare learning outcomes across different courses and programs. From academic session 2022-23 the ABC system was implemented in the University syllabus. Here's how an academic credit system typically works in the university: Credit Allocation: Each course is assigned a certain number of credits based on the expected time commitment and the complexity of the material. Cumulative Credits: Students accumulate credits as they successfully complete courses. The total number of credits is often a key factor in determining academic progress and eligibility for graduation. Grading: The credit system is often linked to a grading system where students receive grades (e.g., A, B, C, etc.) for their performance in each course. These grades contribute to the calculation of the overall Grade Point Average (GPA). Transferability: Credits earned in one program or institution are sometimes transferable to another. This can facilitate the mobility of students between programs or institutions. Flexible Learning Paths: The credit system allows for flexibility in designing individual learning paths. Students can choose elective courses within certain limits, allowing them to tailor their education to their interests and career goals.

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

The National Education Policy (NEP) in India, implemented in 2020, focuses on holistic student development, emphasizing key strategies for skill enhancement. NEP advocates for early childhood education, recognizing its pivotal role in shaping cognitive and emotional skills. The policy's multidisciplinary approach allows students to

choose diverse subjects, fostering creativity and critical thinking. Integration of vocational education from the secondary level onward ensures practical skill development and enhances employability. Experiential learning methods, including projects and internships, facilitate real-world application of knowledge. NEP promotes technology integration for digital literacy and problem-solving skills. The policy's emphasis on critical thinking and analytical reasoning contributes to a more well-rounded skill set. Flexibility in subject choice enables students to align their education with individual interests and career goals. Continuous teacher training ensures educators are equipped to impart relevant skills. Overall, the NEP aims to create a dynamic education system that prepares students for the challenges of the future by nurturing a comprehensive skill set essential for success in various spheres of life. Concerning all the above-stated aspects, H. N. B. GOVT. P. G. College Khatima conducts graduate and post-graduate degree courses for students in Arts, Science, and Commerce subjects. These courses help enrich the behavior and practical and economic skill of the students.

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

The National Education Policy (NEP) in India places significant emphasis on the appropriate integration of the Indian knowledge system, including teaching in Indian languages, cultural understanding, and leveraging online courses. This integration is designed to create a more inclusive and rooted education system that reflects the rich diversity of the country. Teaching in Indian languages is a key component of the NEP's vision. Recognizing the importance of mother tongues in facilitating effective learning, the policy encourages the use of regional languages as the medium of instruction in the early years of education. This not only helps in better comprehension but also preserves and promotes linguistic diversity. It fosters a connection between students and their cultural heritage, making learning a more relatable and engaging experience. Cultural integration is another vital aspect of the NEP. The policy advocates for the inclusion of diverse cultural perspectives in the curriculum, ensuring that students gain a holistic understanding of India's heritage. It promotes an appreciation for art, literature, history, and traditions, fostering a sense of identity and pride. This cultural integration aims to develop well-rounded individuals who are not only academically proficient but also deeply connected to their roots. The NEP recognizes the transformative potential of technology in education. Online courses and digital platforms play a crucial role in the



effective integration of the Indian knowledge system. By providing access to quality educational resources in various languages, online platforms facilitate learning beyond geographical constraints. This is particularly beneficial for students in remote areas who may not have easy access to traditional educational institutions. Additionally, technology enables the preservation and dissemination of indigenous knowledge systems, making them accessible to a global audience. The appropriate integration of the Indian knowledge system through teaching in Indian languages, cultural understanding, and online courses aligns with the NEP's broader goal of fostering a learning environment that is both inclusive and forward-looking. It bridges the gap between traditional wisdom and modern advancements, ensuring that education remains relevant, accessible, and culturally rooted in the diverse tapestry of India. This integration not only prepares students for the challenges of the future but also instills a sense of pride in their cultural heritage.

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

Outcome-Based Education (OBE) is an educational approach that emphasizes the desired learning outcomes as the focal point of curriculum design, teaching, and assessment. Unlike traditional education, which often focuses on delivering content, OBE shifts the focus to what students should be able to do and understand by the end of their educational experience. In OBE, clear and measurable learning outcomes are defined at the beginning of the instructional process, guiding educators in developing curriculum and instructional strategies to achieve those outcomes. These outcomes typically include knowledge, skills, and attitudes that students should acquire. Assessment methods in OBE are aligned with these outcomes, ensuring that students' achievements are measured against the established criteria. OBE promotes student-centered learning, encouraging active participation and engagement. It empowers learners to take responsibility for their education and fosters critical thinking, problem-solving, and application of knowledge. The approach also promotes flexibility in teaching methods, allowing educators to adapt to diverse student needs and learning styles. Furthermore, OBE facilitates continuous improvement in education by emphasizing feedback and assessment data to inform instructional practices. This cyclic process of planning, implementing, assessing, and refining enhances the quality of education and ensures its relevance to real-world needs. Ultimately, OBE aims to produce well-rounded individuals equipped with the knowledge, skills, and attributes necessary for success in both academic and professional settings. It aligns education with the broader goals of personal and societal development, preparing students for the challenges of the

dynamic and ever-evolving global landscape.

## 20.Distance education/online education:

Distance education, also known as online education, revolutionizes learning by transcending physical barriers. It employs digital technologies to deliver educational content remotely, fostering flexible schedules and personalized learning experiences. Students access lectures, assignments, and interactive resources via the internet, enabling education from any location. This mode of learning accommodates diverse lifestyles, making education more inclusive and accessible. Distance education promotes self-directed learning, leveraging virtual platforms for communication and collaboration. As a dynamic and evolving educational paradigm, it continues to reshape traditional notions of classrooms, offering a convenient and efficient alternative for those seeking knowledge outside traditional brick-and-mortar institutions. H. N. B. GOVT. P. G. College has a center of Uttarakhand Open University (UOU). The University uses novel educational programs, various modes of communication technology, and contact sessions to make distance learning more effective. The major objective of the University is to cater to the educational needs of the target groups to create a skilled and knowledge-based human resource for speedy upliftment and development of the State. Uttarakhand Open University is especially focusing on the educational needs of women, the tribals, and other marginalized sections. It has extended its reach to the most distant and difficult places and has made its presence felt even in the remotest corners of the state. Online teaching plays a key role in the education system in India but it became more popular during the Covid-19 pandemic because, after March 2020, schools and colleges had been shut down. When the college was fully closed to students during the Covid-19 pandemic, all faculties were directed to conduct online classes. Besides online classes, virtual classes were also carried out during the session 2020-21. Online teaching also became an important mode of education during the pandemic. Online teaching took place smoothly and during this period, students and teachers didn't need to present together at a particular place.

## Extended Profile

### 1.Programme

1.1 38

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

File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1 **3482**

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 **608**

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 **1072**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 **37**

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 **0**

Number of Sanctioned posts during the year

## Extended Profile

### 1.Programme

1.1	38
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	3482
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	608
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	1072
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1	37
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	0
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	686776
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	16
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As an affiliated college of Kumaon University (Nainital), Hemwati Nandan Bahuguna Government PostGraduate College Khatima implements the curriculum designed and approved by affiliating university. In the session 2022-23, NEW EDUCATION POLICY (NEP) implemented following the instruction of Kumaun University and ensured effective curriculum delivery of the CBCS syllabus in the college for the betterment of students. Whereas, the CBCS system for PG courses in college has already been carried out.

To serve this purpose, the following steps are taken:

1. Curriculum advancement-related issues are regularly discussed in departmental meetings and evaluation of the curriculum is done as per the guidelines of the University.
2. Meetings are conducted by the Principal with constitutive

committees to discuss the college Academic calendar, Central and Departmental Time-Tables.

3. To ensure effective curriculum delivery, the college time table committee prepares a central time table thereafter each department prepares the departmental timetable for the allotment of classes among faculty members.
4. The curriculum delivery is effectively done through traditional lectures and PowerPoint presentations. Besides this, for effective delivery of the curriculum, all departments take the initiatives to innovate the teaching and learning process through Students Seminar, Classroom Teaching, Group Discussions, and Quiz competition.
5. Educational tours/trips are organized for the students to enhance their practical knowledge of the curriculum, to learn through real-life experiences with nature, and to develop scientific observations among students.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.kunainital.ac.in/">https://www.kunainital.ac.in/</a>

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

The following reforms have been provided at the college level on Continuous Internal Evaluation (CIE). At the beginning of the semester/year, students are apprised about Continuous Internal Evaluation (CIE) that they could be regularly evaluated throughout the semester. Under Continuous Internal Evaluation, a student's performance is monitored and evaluated formally as well as informally. Formal evaluation is done via sessional tests and Assignments. The Kumaun University Nainital conducts the single yearly and two-time session test at the UG/PG level. Besides this formal assignment and evaluation, students are also evaluated informally based on their active participation in the teachinglearning process, their punctuality, regularity and their performance in group discussions, classroom quizzes, etc. CCTVs are installed on the whole campus for monitoring students'

activities, particularly during examinations to stop cheating. All the activities are monitored by the senior superintendent (SS), assistant superintendent (AS), and other helping staff. This ensures a fair examination system. Transparency is maintained in declaring the results of internal tests. Students' problems are rectified on the spot. Detailed feedback is provided to them about their performance. Suggestions are also provided for improvement. Besides their syllabus, we also motivate and provide appropriate knowledge to students for state/national examinations like DEFENCE SERVICES /UKSSSC /JAM/BANKING/RAILWAY/GATE /NET /UKPSC /UPSC etc. resulting in more students clearing state-level exams and giving their services in Govt. of Uttarakhand, Central Government, and other state Governments.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.hnbpgckhatima.in/uploads/files/shares/Academic%20Calender/Academic_Calender_2022-23.pdf">https://www.hnbpgckhatima.in/uploads/files/shares/Academic%20Calender/Academic_Calender_2022-23.pdf</a>

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

**B. Any 3 of the above**

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

## **1.2 - Academic Flexibility**

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

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

12

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

1

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

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

105

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

105

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

### 1.3 - Curriculum Enrichment



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

The Institution is an affiliating college that through its cocurricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through myriad activities conducted throughout the year. Through these programs, students imbibe universal moral and social values, sensitivity towards gender issues, and environmental consciousness.

1. Gender sensitization programs like lectures, seminars, and workshops.

2. Celebration of Women's Day.

3. Environmental education through projects, fieldwork, nature club activities, and Green Audit. Students are also encouraged to participate in different programs like online quiz contests organized by other Institutions for enhancing awareness related to the environment.

4. Human values are promoted through the activities of the NSS,Rover-Ranger, and other activities. The NSS unit of the College refers to the Handbook of NSS.

5. Community outreach and other social welfare programs.

6. Frequently speech on value education amongst students.

7. Handbook of Ethics and Code of Conduct uploaded on the College website and also enunciated by the Principal during Students' Orientation.

8. Programs on professional ethics and value education conducted by the B.Ed Department.

9. Observance of Earth Day, World Environment Day, Forest Week.

10. Upholding values of multiculturalism, egalitarianism, diversity, and gender empowerment through functions like the Annual Programme, Independence and Republic Day celebrations as well as through the activities of various clubs and societies, poster competitions and presentations, etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

7

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

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

33

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
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File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://hnbpgcgckhatima.in/uploads/files/shares/2022-23%20DATA/WEB%20Feedback%202022-23.pdf">https://hnbpgcgckhatima.in/uploads/files/shares/2022-23%20DATA/WEB%20Feedback%202022-23.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

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

1630

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

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

**Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

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

**514**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

The institution assesses the learning levels of the students and organizes special programs for advanced learners and slow learners. For advanced learners the approaches adopted are as follows:-

1. More challenging work in the form of projects and home assignments.
2. A well-stocked library with advanced reference facilities.
3. Incentives in the form of merit scholarships and prizes.
4. Encouragement for participation in inter-college and intracollege competitions, and paper presentations using ICT.
5. Special lectures by eminent speakers from industry and academia.
6. Knowledge about online resources for study material.
7. Free internet access.
8. Counseling by faculty to appear for competitive examinations.
9. Career fairs, seminars, and workshops.
10. Opportunities for publication in college magazines.

Identification of weak students made based on interactions and

assessment tests during classes. The strategies adopted to level up the slow learners are as follows:

1. Meeting and communicating to the weaker students their areas of weakness.
2. Organizing remedial classes.
3. Teachers are available beyond class hours to counsel the weaker students. .
4. Monitoring the progress of the students through written assignments and the progress record maintained.
5. Discuss, how to present answers in the examination.

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

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

Number of Students	Number of Teachers
1548	37

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

#### 2.3 - Teaching- Learning Process

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

Students admitted to H N B Govt P G College Khatima from diverse backgrounds and with different language competencies pose a challenge for classroom teaching. To dissolve this big challenge, initially as the admission process is started in the college, newcomers and admitted students are interviewed and counseled by the admission counseling team to assess their learning ability. First of all, at the initial phase of the academic session, mentors and the Carrier Counselling Cell of the college under the supervision of the IQAC cell try to assess the learning level of

the students so that the teachers can plan and organize special programs for different types of learners.

Teaching and learning are both innovative and creative processes. Several innovative teaching-learning practices have been implemented at our institute. In some departments, we have ICT-enabled classes where we use PowerPoint presentations to supplement the regular blackboard teaching. We organize departmental seminars, quizzes, and competitions among students on a variety of topics, in which students actively participate.

H. N. B. Govt. P. G. College Khatima encourages students to participate in experiential learning, participatory learning, and problem-solving techniques for improving learning skills. The college follows an integrated approach for fulfilling student-centric methods through: 1.To strengthen the institute-community interface. 2.Through collaborative activities with the outside community 3. Learning should become more student-centered by emphasizing specific learning outcomes in all courses and making it more participatory and interactive. 4. Participation in the program of Rovers/Rangers.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://www.hnbgpgckhatima.in/photogallery">https://www.hnbgpgckhatima.in/photogallery</a>

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

The ICT-enabled learning environment of the institution is conducive to developing creative and critical thinking as well as scientific temper among the students. Faculty are provided with the requisite facilities for the preparation of computer-aided teaching-learning material. Both faculty and students have access to the following modern teaching aids:

1. The online teaching-learning facility was very in place with the support of a renowned online platform provider since 2015. The platform has been put to extensive use during the pandemic times when distant teaching-learning became the only mode of communication between teachers and students. Regular classes are taken through this online platform according to a fixed routine set by the institution.

2. Classes are accessible 24X7 as recorded material in the LMS reaching out to the students beyond the regular teaching hours.

3. An adequate number of high-end interactive projectors and computers for use in seminars and lectures.

4. Digitization of lessons.

5. Interactive smart boards.

6. High-end personal laptops and tablets for faculty.

7. In the EDU-SAT classroom, a well-equipped open-access facility is available for faculty and students. E-resources are available through national networks.

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

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

#### 2.3.3.1 - Number of mentors

37

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

### 2.4 - Teacher Profile and Quality

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

37

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

32

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

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

##### 2.4.3.1 - Total experience of full-time teachers

190

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

## 2.5 - Evaluation Process and Reforms

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



The institution's mechanism of internal assessment is transparent and robust in terms of frequency and variety. There is a semester system at Post Graduation level and a yearly system at Under Graduate level, of which internal assessment is a very crucial and integral part. For internal examination at the college level, the students are asked to appear for a variety of tests viz. Class Tests, Viva-voce, group discussion, presentation, quizzes, etc. and submit preparatory assignments given to them. The number of actual regular classes, presence of the students in classes on regular basis, presence of students in EDU-SAT, Reading Room; class test results, preparatory assignment results, and semester main exam results are some of the means to monitor and evaluate the quality of teaching-learning. Based on these criteria, the process of internal assessment is done and the students are provided marks which are sent to the university by uploading the marks on the University's website. For the Class test, the question papers are prepared by the respective faculty of the subject. After evaluation, the copies are shown to the students so that they can assess their performances. Preparatory assignments are also shown to the students after evaluation. The teachers make them acquainted with what needs to be improved which proves to be very useful for their preparation for the main examination. In such a way, the student's performance is evaluated throughout the year with full transparency.

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

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

1. The Internal Assessment forms a part of a continuous evaluation system conducted through Class Tests, Tutorials, Assignments, Projects, and Presentations. All of these together constitute an integral part of the Internal Examination which is carried out in a well-planned and systematic manner.
2. The evaluated papers related to internal examination consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement.
3. Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers. The

final Internal Assessment marks are reviewed by the Departments.

4. There is a committee at the college level that looks into any discrepancies in the internal assessment marks and takes requisite steps to ensure transparency and objectivity.
5. The marks are sent to the university through online mode and in hardcopy only after each student has been given ample opportunity and time to review and register his/her complaint, if any.
6. If there is any complaint regarding internal/external examination evaluation, the student has to apply to the concerned subject teacher/controller of examinations/Internal Assessment Committee. Internal Assessment Committee/Examination Controller/Concerned Teacher accepts the written application along with relevant supporting documents.
7. College immediately forwards the complaint to the University. The University's acknowledgment of grievance is maintained. Follow-up of the grievances is given priority by the Examination Controller. He telephonically informs the University Controller Examination and remains in touch with him for a speedy solution to the problem.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://kuntl.net/rti-online-live/">https://kuntl.net/rti-online-live/</a>

## 2.6 - Student Performance and Learning Outcomes

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

Any college's POs and COs reflect the ultimate futuristic vision of the college for its students. Under Kumaun University Nainital guidelines, the Program Outcomes (PO) and Course Outcomes (CO) are adopted for all programs offered by the college.

1.Students are made aware of the course-specific outcomes through classroom discussion, expert lectures, and perform practicals.

2.The syllabus of all the departments along with the POs and the COs of all the individual courses offered by the departments are displayed on the college website ([https:// hnbpgcgckhatima.in](https://hnbpgcgckhatima.in)).

3.The syllabus, POs, COs, and scope of the program/courses are clearly communicated and elaborately explained to the students at the beginning of each semester.

4.College Prospectus is prepared and distributed among the students and faculty members. The direct assessment of the POs and COs is monitored through their performance in the internal exams and university exams.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://hnbqpgckhatima.in/uploads/files/shares/iqac/Program%20Outcome/PO_POS_ALL.pdf">https://hnbqpgckhatima.in/uploads/files/shares/iqac/Program%20Outcome/PO_POS_ALL.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Institutions evaluate the attainment of program outcomes (POs) and course outcomes (COs) to ensure the effectiveness of their educational offerings. This assessment is a critical component of quality assurance in higher education. Program outcomes represent the overarching goals of a specific academic program, reflecting the knowledge, skills, and attributes that graduates are expected to possess. Course outcomes, on the other hand, are more granular and pertain to the objectives of individual courses within the program.

Evaluation methods vary but commonly include examinations, assignments, projects, and practical assessments. The institution employs a combination of formative and summative assessment strategies to monitor student progress throughout the program. Formative assessments, such as quizzes and class participation, provide ongoing feedback to students and instructors, while summative assessments, like final exams and capstone projects, measure overall achievement.

Additionally, institutions often use external benchmarks and accreditation standards to gauge the alignment of their outcomes with industry needs and global educational standards. Feedback from employers, alumni, and stakeholders may also contribute to the evaluation process, allowing the institution to adapt and enhance its curriculum to meet evolving demands.

Regular reviews of POs and COs foster continuous improvement, ensuring that the institution delivers a high-quality education that equips graduates with the necessary competencies for success in their chosen fields.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://hnbpggckhatima.in/uploads/files/shares/igac/Program%20Outcome/PO_POS_ALL.pdf">http://hnbpggckhatima.in/uploads/files/shares/igac/Program%20Outcome/PO_POS_ALL.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

1072

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://hnbpggckhatima.in/uploads/files/shares/2022-23%20DATA/SSS%20questionnaire%20report%202022-23.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

00

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

In our college, extension activities play a pivotal role in fostering the holistic development of students by engaging them in meaningful interactions with the local community. Throughout the year, students actively participate in various initiatives aimed at sensitizing them to social issues prevalent in the neighborhood.

These extension activities serve as a bridge between the academic curriculum and the practical application of knowledge, allowing students to witness the real-world implications of their education. Whether it's organizing awareness campaigns, conducting workshops, or volunteering for community service, students are

exposed to a diverse range of social issues such as environmental sustainability, poverty alleviation, and education inequality.

The impact of these activities extends beyond the immediate community, instilling a sense of social responsibility in the students. They not only contribute to positive changes in the neighborhood but also carry these values into their future endeavors. The experiences gained during these activities enhance their interpersonal skills, cultural sensitivity, and empathy, shaping them into well-rounded individuals capable of addressing societal challenges.

By intertwining extension activities with the academic curriculum, our college cultivates a learning environment that goes beyond textbooks, nurturing socially conscious and responsible citizens poised to make a meaningful impact on the world around them.

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

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

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

05

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

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

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

## YRC etc., during the year

08

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

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

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

771

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

### 3.4 - Collaboration

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

0

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

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities,



industries, corporate houses etc. during the year

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

00

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The institution boasts a robust infrastructure, meticulously designed to facilitate an optimal teaching-learning environment. Ample classrooms provide a conducive setting for lectures and discussions, fostering interactive and engaging academic sessions. Well-equipped laboratories stand as crucibles of hands-on learning, allowing students to apply theoretical knowledge in practical scenarios. The cutting-edge computing equipment ensures that students have access to the latest technology, enhancing their digital literacy and preparing them for the demands of the modern professional landscape.

In addition to traditional learning spaces, the institution prioritizes facilities to cater to diverse learning needs. These encompass specialized areas such as research centres, libraries, and collaborative spaces, fostering a culture of exploration and intellectual curiosity. The commitment to providing a comprehensive learning experience is evident in the meticulous planning and maintenance of the physical facilities.

The institution's infrastructure not only meets but surpasses the benchmarks for effective teaching and learning. It reflects a dedication to creating an enriching educational environment, where students can thrive academically and develop the skills necessary

for success in their chosen fields. The investment in top-notch facilities underscores the institution's commitment to excellence and positions it as a cornerstone for quality education.

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

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

H.N.B. P.G. College provides a diverse range of facilities for students to engage in cultural activities, sports, games, and other recreational pursuits. Having a well-rounded set of amenities contributes to the overall development and well-being of students. Here's a brief overview of the mentioned facilities:

**Cultural Activities:** These include events such as music concerts, dance performances, drama productions, art exhibitions, and various cultural festivals. Such activities help in fostering creativity, self-expression, and a sense of community among students.

**Sports and Games (Indoor, Outdoor):** Offering both indoor and outdoor sports facilities allows students to participate in a variety of physical activities. This could include facilities for sports like cricket, football, badminton, table tennis, and more.

**Gymnasium:** A well-equipped gymnasium is established in YogaDepartment for promoting physical fitness and a healthy lifestyle. It provides students with the opportunity to engage in regular exercise, enhancing their overall well-being.

**Yoga Centre:** A dedicated yoga center in the college which reflects a focus on holistic well-being. Yoga is known for promoting mental and physical health, and having a center for yoga practice can contribute to stress reduction and improved concentration among students.

These facilities not only contribute to the physical and mental well-being of students but also play a crucial role in promoting a vibrant and active campus life. They provide opportunities for students to explore their interests beyond academics and

contribute to a more enriching college experience.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.hnbpgcgckhatima.in/photogallery">https://www.hnbpgcgckhatima.in/photogallery</a>

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

9

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

9

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

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

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

194947

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The College Library is a key learning resource integral to the teaching-learning process. It is managed by the Librarian and his team along with the Library Committee. College maintains well stocked separate library, Books for each of its Departments and faculties. It houses more than 30000 books and 7200 reference books. Journals, magazines, competitive books, and other important resources related to Science and Social Sciences, Arts, and Commerce. The College Library is fully airy; Wi-Fi enabled and has a seating capacity of 50 users. The library has also equipped with a computer system, printer, and Xerox machine.

The functioning of library easy and effective, the institute has automated the operations using TECHLIB V 7 Software.

Library is automated using Integrated Library Management System (ILMS):

Name of ILMS Software: TECHLIB

Nature of automation: Fully Automated

Version: 7

Year of Automation: 2020

The college is providing an E-granthalay facility for students and teachers.

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

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

**E. None of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

260000

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

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

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

35

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

#### 4.3 - IT Infrastructure

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

H. N. B. Govt. P. G. College Khatima regularly upgrades and updates its IT facilities. The college office and all departments are also well-connected with the internet facility and connectivity for its smooth functioning.

1.The college has a computer lab for students which consists of ten sets of computers and a WIFI facility available there.

2.Institute has 25 Desktops/Workstations and more than 2000 tablets distributed to students in academic session 2021-22 under the scheme of 'MUKHYAMANTRI TABLET VOTARAN YOJNA' for ICT-enabled learning.

3.In addition, there are 14 Desk Jet printers in the college besides this 2 Xerox machines are also available for printing work.

4.Office automation packages like Open Office, MS Office, and Antivirus are purchased by the college and updated regularly.

5.College website updates in all working days.

6.The bandwidth of internet connection in the Institution:

In 2010, the bandwidth of the college's Internet connection was initiated under the NME (Network Management Ethernet) scheme for the first time. However, the internet is currently accessed through the Wi-Fi network. Wi-Fi facility provided by Geo Digital life is available on the College Campus with limited accessibility (100 MB) and with a speed of 2 Mbps. Besides this three Airtel extreme fiber broadband are also available for net connectivity.

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

#### 4.3.2 - Number of Computers

25

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

#### 4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

194947

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The college has a clear-cut policy for the maintenance and optimal utilization of resources including infrastructure. The Budget is announced by Directorate, Higher Education Uttarakhand contains the main head as salary, allowances, electricity, Machine maintenance, laboratory, telephone and computer hardware/software, etc. The Principal and related committees in the institution make decisions regarding the expenditure on new or maintenance of existing facilities.

While purchasing equipment such as computers and peripherals, photocopiers, and materials related to sports and other goods related to college, it is ensured that the seller maintains the equipment during the warranty period and enters into an Annual Maintenance Contract. There is a committee that is responsible for the maintenance of a building, classroom furniture, sports ground, lawns, and cleanliness of the campus and hostels. The security of

the college has been entrusted to a guard who is appointed by UPNL. Gardeners and sweepers have been appointed and class-IV employees have been posted in different parts of the building to look after the proper maintenance of the area under their supervision. There is a team of library staff that takes care of various sections in the library. An expert and trained personnel in the field of electricity has been appointed to maintain the entire electrical fittings. There are laboratories in the science faculty and Laboratories are maintained by the Lab Assistant. The sports facilities and sports equipment is maintained and proper utilization is ensured by the sports department.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

340

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

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

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



00

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

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

**C. 2 of the above**

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

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

585

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

585

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

28

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

512

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

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

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

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

15

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

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

The Students' Council members are elected by the students through a system of a secret ballot to uphold fair and democratic practices, under the vigilance of Student Council Teachers. Teachers' Day, Fresher's Welcome, Students Farewell, and College Annual Festival are organized exclusively by the Students' Council. Departmental academic programs like Memorial Workshop, seminars, and webinars are organized by the Students' Council with the guidance of the teachers. Council members play an active role in College Annual function, College Sports, and during new admission. Inputs and suggestions are sought from Students' Council members when organizing student-related events. The council acts as a liaison between teachers and students as well as between college administration, various committees, and students to facilitate the easy flow of information. Students' representation is also there in various committees like Library Advisory Committee, Sports committee, etc. In the pandemic situation where face-to-face interaction with students is difficult the role of Class Representatives (C.R) that are selected by classmates has increased a lot for disseminating vital information and acting as a link between students and teachers.

File Description	Documents
Paste link for additional information	<a href="https://www.hnbgpgckhatima.in/students-union">https://www.hnbgpgckhatima.in/students-union</a>
Upload any additional information	No File Uploaded

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

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

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

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

The institution has an Alumni Association of its own. Alumni members give valuable suggestions which prove to be very crucial in the development of the College and the placement of the students. The College has been holding the meeting of the Alumni Association once a year since the Educational Session: 2016-17. Senior alumni are regularly invited to the occasions of various functions i.e., annual functions, and national festivals where the students get benefitted from the valuable interaction with them. Senior alumni also visit College from time to time to share their experiences and also lend support to placement activities. The college website displays the registration form for the membership of alumni in the Alumni Association.

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

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

E. <1Lakhs

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

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

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

The governance of HNB PG College seamlessly reflects and aligns with its visionary mission, fostering a harmonious and purpose-driven institutional environment. The leadership demonstrates a steadfast commitment to the institution's core values, ensuring that decision-making processes are consistently guided by the articulated vision and mission. Strategic alignment is evident as governance policies actively support the pursuit of goals outlined in the institution's overarching vision. In this cohesive framework, leaders embody the institution's values, championing the vision and mission to create a shared sense of purpose. Resource allocation is judiciously directed towards initiatives that advance the institution's objectives, while stakeholder engagement is prioritized to include perspectives from students, faculty, staff, alumni, and the wider community. Ethical considerations remain paramount, with governance practices upholding the highest standards.

Regular monitoring and evaluation mechanisms are in place to assess the effectiveness of governance structures, fostering a culture of continuous improvement. Through this dynamic approach, HNB PG College's governance not only mirrors its vision and mission but also propels the institution forward, ensuring that it remains adaptive, responsive, and dedicated to excellence.

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

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

The college has a well-defined and structured hierarchy for management and administration to ensure decentralization and participative management. The College administration is divided into two parts: PART I: HIERARCHY OF MANAGEMENT/ADMINISTRATION- The head of the institution, the Principal reports directly to the

Director, Higher Education Uttarakhand. The principal is assisted by various committees and heads to facilitate management and administration to ensure quality in academics. There are two divisions for the same: 1. Academic and 2. Administrative, Under Academic Category the hierarchy is Faculty In-charges followed by Departmental Heads. To ensure decentralization and participative management, the Principal constitutes several student-level bodies/clubs such as the Cultural Committee, Sports Committee, Library Committee, and Anti-Ragging Committee where a representation of newly admitted students is ensured. There are committees for statutory and non-statutory committees as per the UGC Guidelines for like these Colleges. The Governing Body is the apex body under which all the statutory, and non-statutory bodies and other administrative officials discharge their duties. Under the Governing Body, there are three categories: 1. Academic, 2. Financial and 3. Non-Academic / Administrative. discipline, waste management, energy management, green campus, etc. NSS and Rover-Rangers also undertake various extension activities for which committees having active student representation are an integral part of decentralization and participative management. Under the Administrative Category, there are three sections: 1. General Administration, 2. Accounts and 3. Library. PART IISTATUTORY and NON-STATUTORY COMMITTEES: The college is governmental and affiliated. So, its functions through various.

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

## 6.2 - Strategy Development and Deployment

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

The institution takes into account the UGC norms and State Government's guidelines while preparing its perspective/strategic plans. Faculty members, students, and administrators of public works departments are also involved in the planning process through their valuable suggestions, feedback, estimates, and discussions. Allotted tasks are performed by the members within a stipulated time. Objectives are communicated and deployed to all levels through notices, circulars, discussions, and routine meetings. The feedback mechanism has been developed in the institution. Useful suggestions are studied carefully and relevant

aspects are incorporated in future planning, decision making, and performance improvement of the institution. The college carries out its objective, vision, and mission with the help of various committees, councils, and advisory committees to the maximum possible benefit of it and its students, conforming to Govt., University, and U.G.C. rules and regulations.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.hnbgpgckhatima.in/strategic-planning-and-deployment">https://www.hnbgpgckhatima.in/strategic-planning-and-deployment</a>
Upload any additional information	No File Uploaded

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

The institution has various bodies for the smooth execution of work in all departments and levels.

#### GOVERNING BODY:

H.N.B. Govt. P.G. College is a government college and it's governed under the supervision and direction of the Directorate, Higher Education, Uttarkhand, Haldawani and Higher Education Department, Uttarakhand Government.

#### ADMINISTRATIVE SETUP:

The Senior Administrative Officer and the Principal are the nuclei of administration. The Principal is vested with the day-to-day running of the college. The Principal mobilizes the entire work process of the college along with the IQAC Coordinator, Departmental Heads, and various Committees.

#### THE FUNCTIONS OF VARIOUS BODIES:

Different Committees are set up with teaching and non-teaching staff. Conveners as the head are responsible to carry out the functions of their respective committees. The Advisory Committee assists and advises regarding the formulation of rules and regulation according to govt. policies. Different committees aim to deliver to society in numerous ways.



## SERVICE RULES, PROCEDURES, RECRUITMENT, AND PROMOTION POLICIES:

Service Rules and procedures are guided by the Uttarakhand State Government as amended from time to time in this regard.

The recruitment rules for the Teaching staff are as per norms of UGC and for Non-teaching staff are as per State Government norms.

The promotional policies for teachers are according to the different government orders released by the Department of Higher Education.

File Description	Documents
Paste link for additional information	<a href="https://www.hnbgpgckhatima.in/code-of-conduct">https://www.hnbgpgckhatima.in/code-of-conduct</a>
Link to Organogram of the Institution webpage	<a href="https://www.hnbgpgckhatima.in/administrati&lt;br/&gt;on">https://www.hnbgpgckhatima.in/administrati on</a>
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

There are the following effective welfare measures for teaching and non-teaching staff:

Teaching Staff-

1. Medical reimbursement of state government.
2. Group Insurance Scheme and Ayushman Card initiatives taken by the government of Uttarakhand.
3. Special leave to attend conferences, seminars, orientation programs, and refresher courses.
4. Teachers are encouraged to take part in such kinds of programs for attaining new proficiency and enhancing professional development so that they become more dexterous and advantageous for the college.
5. There is also a provision for Study Leaves for the faculty members to do research.
6. Maternity leave for women staff with salary.
7. Paternity leave for men staff with salary.
8. Cash facility for earned leave.

Non-teaching staff-

1. Medical reimbursement of state govt.
2. Group Insurance Scheme and Ayushman Card initiatives taken by the government of Uttarakhand. Medical reimbursement of state govt.
3. All non-teaching staff is given the festival bonuses annually.
4. Loan facility under state govt. norms.
5. Cash facility for earned leave.
6. Orientation and professional training programs at the college level.

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

5

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

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

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

5

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

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

The staff members are required to fill out "Confidential Report Performa" annually where theyself-evaluate themselves. Then, the principal evaluates the performance of every individual staff member; remarks, comments, and submits a "Confidential Report"

(C.R.) of staff members to the Directorate, Higher Education, Uttarakhand. The evaluation of C.R. is not communicated to the staff members but in case of adverse entry, it is communicated to the concerned one so that he/ she can improve his/her performance and more than that attitude. "Confidential Report" (C.R.) is very crucial for career progression as it is taken into consideration at the time of promotion. The principal keeps a close watch on the capability and performance of the teachers and employees. Based on the individual's proficiency and dedication, they are rewarded with the work assigned to them in different committees. Here all the process of performance appraisal for teaching and non-teaching staff is going through online.

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

#### 6.4 - Financial Management and Resource Mobilization

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

The College maintains a system of internal and external financial audits regularly. All account books are maintained by the accountant's office of the College which is verified by the accountant daily. Errors found are analyzed and fixed instantly. For financial matters, the college refers to and strictly adheres to the following Govt. guidelines-

1. financial Hand Book, Section-2, Part 2 to 4.
2. Financial Hand Book, Section-3.
3. Financial Hand Book, Section-5, Part-1.
4. Civil Service Regulations.
5. Budget Manual.
6. Uttaranchal General Provident Fund Rules and regulations-2006.
7. Uttaranchal Rules and regulations-2005.

## 8. Uttarakhand Procurement Rules and regulations-2008.

External auditors appointed by Accountants General Uttarakhand Govt., who verify all the account books including financial ledger, cash book, guard files, etc. on regular basis and provide inputs to incorporate the required changes, if any, as per the statutory requirements. Sometimes, the audit team appointed by the Directorate of Higher Education, Uttarakhand also looks into the accounts maintained by the College. The College ensures the maintenance of the accounts in a very transparent and robust way strictly conforming to financial rules and regulations of the state government.

File Description	Documents
Paste link for additional information	<a href="https://ifms.uk.gov.in/UPLOADS/PDFDOC/ifms%20ddo%20text.pdf">https://ifms.uk.gov.in/UPLOADS/PDFDOC/ifms%20ddo%20text.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

The College receives financial assistance/ support from the state government in different heads, e.g., salary, contingency, T.A., Office Furniture, purchase of books and equipment, maintenance, chemicals, computer purchase, computer maintenance, minor construction, scholarship, machine decoration, telephone, electricity-related expenditures, miscellaneous, etc. The

institution has a sufficient budget to cover day-to-day expenses. However, the institution is quite free to use non-governmental fees taken under different heads from the students to meet the requirements. The College generates financial sources to cover dayto-day expenses in the form of very nominal student fees for different heads, i.e., Sports fees, laboratory fees (for practical subjects only), Reading Room fees, college magazine fees, student union fees, cultural council fees, identity card fees, caution money (at the time of the first admission), practical/viva-voce fees per subject, exam fees, council fees, Rovers-Rangers fees, electricity fees, campus development, and beautification fees, career counseling cell fees, generator fees, computer maintenance, and internet fees, laboratory types of equipment fees, and miscellaneous fees. Due to limited financial resources, the faculty members are encouraged and prompted to send proposals to various funding agencies like U.G.C., D.S.T., etc., to mobilize the required funds for undertaking minor/major research projects. The College offers professional courses being run in P.G. Diploma in Yoga and Holistic Health and B.Ed., These departments generate/ mobilize funds from student fees. They generate their financial resources to meet our regular expenses for providing.

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

## 6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) at HNB PG College has played a pivotal role in institutionalizing robust quality assurance strategies and processes, marking a significant contribution to the overall academic excellence of the institution. Since its inception, IQAC has been instrumental in ensuring and enhancing the quality of education and administrative processes.

Through a systematic and proactive approach, IQAC has implemented various quality assurance initiatives, including regular assessment and accreditation processes. It has facilitated the development and implementation of effective policies and practices that align with global standards, contributing to the college's

reputation for academic excellence.

IQAC has also been instrumental in promoting a culture of continuous improvement, fostering a dynamic learning environment. It has encouraged faculty development programs, student feedback mechanisms, and innovative teaching methodologies. The cell has played a crucial role in aligning the college's vision and mission with quality benchmarks, fostering a commitment to excellence among all stakeholders.

Overall, the IQAC at HNB PG College stands as a cornerstone in the institution's pursuit of quality education, ensuring that it remains at the forefront of academic and operational excellence. Some significant contributions made by IQAC during the academic session 2022-23 as follows:

1. One smart class for established for B.Ed. faculty. 2. Establishment of well equipped conference hall in auditorium building. 3. Establishment of girls toilet in the commerce building.

4. Establishment of IQAC room.

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

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

Post-accreditation IQAC will be reconstituted as per the NAAC guidelines. However, the institution reviews its teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals through its various Staff Council committees like the Academic Committee, Internal Assessment Committee, Placement Cell, etc. Students' Internal assessment and attendance is monitored and evaluated at periodic intervals. The academic committee reviews the results and plans activities for the academic growth of the institution at large.

Various quality initiatives for improving the teaching-learning process taken by the Institute have been-



1. Encouragement to Faculty for participation in faculty enrichment programs and training.
2. The use of ICT in teaching and learning is encouraged.
3. E-resources for various courses are regularly shared with students.
4. Feedback from students, alumni, and parents has formally been taken from 2016-17 and the data analyzed.
5. Availability/ Posting of feedback forms on the college website.
6. The major tasks set up by the IQAC in the current academic session were to take care of the mental health issues of students from earlier pandemic times, others included the development of awareness among the various stakeholders on gender issues, morals, and ethics.

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

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

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://www.hnbgpgckhatima.in/naac-igac">https://www.hnbgpgckhatima.in/naac-igac</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

Programs on gender equity have been conducted by several departments for all students of the college throughout the year:

1. Organized Workshop for girls against domestic violence by History Department.

2. Organized a special program on "Role of women in Indian Culture". by B.Ed. Department.

3. Organized a lecture on the topic of " Impact of gender discrimination" by women redressal cell of the college.

4. Organized a program on the topic of "Educated women and its impact on social" by Education department

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.hnbgpgckhatima.in/photogallery">https://www.hnbgpgckhatima.in/photogallery</a>

#### 7.1.2 - The Institution has facilities for alternate sources of energy and energy

B. Any 3 of the above

conservation measures Solar energy  
Biogas plant Wheeling to the Grid Sensor-  
based energy conservation Use of LED bulbs/  
power efficient equipment

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

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

#### Solid waste management:

Solid Waste Segregation is done by hand sorting. The dry waste which includes paper, cardboard, plastics, and scrap materials is separated from others. Organic wastes like leftover food, peels, scrapings from fruits, etc are also collected in bins separately. They are handed over to the sanitation department of the municipal corporation of Khatima.

#### Liquid waste management:

HNB PG College employs a comprehensive liquid waste management system to ensure environmental sustainability. The college implements proper sewage treatment and disposal methods, promoting water conservation and pollution prevention. Regular monitoring and adherence to eco-friendly practices contribute to a clean and responsible campus environment at HNB PG College.

#### E-waste management:

The College segregates old computers, batteries, and wires and disposes them at regular intervals. Electronic devices have varying proportions of glass and metals. Hence the disposal helps in the consequent recycling of separated streams of aluminum, copper, and circuit boards. As these are handed over to Vital Waste, they sort and separate the materials and prepare them for sale as usable raw materials.

#### Hazardous chemicals and radioactive waste management:

HNB PG College rigorously manages hazardous chemicals and

radioactive waste by adhering to stringent safety protocols. The institution prioritizes proper storage, handling, and disposal, ensuring compliance with national and international standards. Regular staff and student training, along with advanced waste disposal methods, underscores HNB PG College's commitment to a safe and sustainable environment.

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

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

**C. Any 2 of the above**

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

**7.1.5 - Green campus initiatives include**

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

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

**A. Any 4 or All of the above**

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

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

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

**E. None of the above**

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

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

**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The vision and mission of the College have been holistic development of girls and empowering them. With this objective, there is a meritbased selection of students from all communities with different socio-economic backgrounds. Seats are reserved following the reservation rules. A free ship is given to eligible students in need.

Cultural programs on the Annual Day are organized as a joint effort that lays much emphasis on social harmony and awareness of the rich heritage of our country while at the same time inculcating a collaborative work environment and honing organizational and leadership skills. Celebration in the form of either competition (drama, creative writing, poster making, rangoli) or students' presentation cultural programs on the occasion of various days like International Women's Day, World Literacy Day, Bhasha Diwas, Hindi Diwas, Hemwati Nandan Bahuguna Diwas. The effort to not only acknowledge linguistic diversity but also promote linguistic harmony and subsequent awareness.

Students are encouraged to join the different Social outreach Units of the College to actively work with people from diverse sociocultural backgrounds to improve society and make a better tomorrow. Celebration of Republic day & Independence Day through musical presentations has been an institutional practice for decades.

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

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

The College undertakes various efforts to sensitize the students and employees of the Institution about their constitutional obligation. During the commencement of each session, the Principal of the College delivers an Orientation Lecture to the new batch of students to make them aware of the core values and ethos of the Institution. The address highlights the need of maintaining harmony amongst all diversities, in developing scientific temper, humanism, and spirit of inquiry. The young minds who are going to be the responsible citizens of tomorrow learn the lesson of exercising their rights and performing their duties. The students are taught to obey the supreme law of the land and respect the symbols of national unity like the National Flag and National Anthem. Values like empathy, compassion, respecting diversity, cooperation, and coexistence are highlighted by the Institution so that these qualities get inculcated amongst all and help in self-enhancement. Commitment to such values instills confidence, self-control, adaptability, motivation, optimism, and truthfulness in the character and personality of the students' Themebased activities and events are organized to celebrate, Hindi Diwas, International Women's Day, Clean Ganga drive, Armed Forces Day, Blood Donation Day, Uttarakhand Foundation Day and Voters Awareness Day among others. Teachers' Day is celebrated to mark the birth anniversary of Dr. Sarvepalli Radhakrishnan. To mark Mahatma Gandhi's death anniversary 30th January is observed as martyr's day.

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

<p><b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b></p>	<p><b>A. All of the above</b></p>
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**The Institution organizes and celebrates several national and international days:**

1. Republic day- A program is organized to celebrate Republic day.
2. International women's day celebration- 8th March each year is celebrated by various programs on women empowerment by Women's Cell.
3. International Environment Day- 5th of June is celebrated as International Environment Day by planting saplings by students.
4. National Youth Day- National Youth Day is celebrated on January 12 to mark the birth anniversary of Swami Vivekananda.
5. Army Day- January 15 was celebrated as Army Day on the occasion of Field Marshal Kodandera M. Cariappa's birthday.



6. World Cancer Day- February 4 was celebrated as world cancer day by a collaboration of the Science Faculty.

7. World Water Day- March 22 was celebrated as World Day for Water on the occasion of world water day.

8. Independence Day-A program is organized to celebrate India's Independence day.

9. Teachers' Day- students organize programs for the teachers to celebrate the Birth Anniversary of Dr. Sarvepalli Radhakrishnan.

10. World Anti-Tobacco Day- May 31st was celebrated as World AntiTobacco Day.

11. Hemwati Nandan Bahuguna Diwas: The College has celebrated April 25th as Hemwati Nandan Bahuguna Diwas.

12. World Day against Child Labour- June 12th was celebrated as Anti-Child Labour Day. International Yoga Day- June 21st was celebrated as International Yoga Day. 13. International Literacy Day- September 8th was celebrated as International Literacy Day.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### TITLE OF THE BEST PRACTICE I: INNOVATIONS IN THE TEACHING LEARNING PROCESS

The college focuses on providing high-quality education, fostering leadership, and developing skills in independent thinking,

communication, and core values. Challenges include improving e-learning, creating effective teaching tools, addressing ethical issues, integrating ICT, updating the curriculum, increasing attendance, and ensuring resource access.

The college adopts a student-centric approach with practical sessions, interactive teaching, and assessments to promote self-management of knowledge. Programs like M.Sc. and B.Ed. focus on scientific and language skills. ICT tools, seminars, workshops, and a well-organized library support learning and research. Success is seen in structured planning, feedback, problem-based learning, and mentoring. Challenges include implementing innovative teaching methods, ensuring a transparent evaluation system, addressing teacher retention, and overcoming issues with technology adoption and limited internet access.

#### TITLE OF THE BEST PRACTICE II: WOMEN'S EMPOWERMENT AND GENDER JUSTICE

The college aims to promote gender justice and empowerment by increasing women's access to education and raising awareness on gender issues. It offers various programs, including lectures, workshops, and awareness campaigns on topics like gender equity, mental health, and women's health. The Women's Redressal Cell addresses female students' needs and ensures safety on campus, maintaining a women-friendly environment with no recorded offenses in recent years. Challenges include securing funding for women's empowerment activities and overcoming traditional gender biases among some families. The college reports higher female student participation and success rates.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

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

Details of the performance of the institution in one area distinctive to its priority and thrust. The college is situated in a remote, near hilly region and semi-urban region. Most of the

students hail from villages (some quite far) and have a weak economic background. Lack of any exposure (to opportunities, guidance, career choices, English language, Computer knowledge, etc.) at any previous stage (school level, etc.) already sets them on the back foot and thus affects their overall growth in the future. The majority of students in the college are girls (more than 60 in the current session). Also, the number of students from the SC, ST, and OBC category in the college is quite large. The college thus caters to the socioeconomically deprived and weaker sections of society as a place of higher education. Moving forward, from the just traditional teaching-learning paradigm, the college strives to work progressively towards an all-around development of the student's personality. We wish to instill a sense of self-cognizance amongst the students to help them get their rightful and meaningful roles in society. The major thrust of the institution is to provide a conducive environment for learning and the assimilation of knowledge. The institution is providing quality-based education to the students in a way, that the institution could produce confident and responsible citizens.

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

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

Hemwati Nandan Bahuguna Government PG College makes all efforts to be transformed into an Institute of Global Standards education through skilled human resources. We try hard to make a momentous contribution to nation-building and provide for the needs of society by creating research-oriented intellectual and skilled manpower, who would initiate, nourish, and perpetuates values of humanity, conscious co-existence, achievement of excellence, and nation-building. Thus, HNB Government PG College has the following plan for action: Collection and analysis of feedback forms from Stakeholders to improve the college working properly.

1. Organizing more awareness programs regarding nationalism.
2. To organize conferences/workshops/seminars and training programs regarding Intellectual Property Rights (IPR).
3. Organizing more environmental awareness programs for students and staff.

4. Pursue the matter to higher authorities for constructing the Common room, Restroom, Examination control room, and a separate building for Commerce.

5. Up gradation of ICT facilities in all departments.

6. Starting new courses (vocational courses , Home Science and P.G. Course in Education) on the campus.

7. Establishing a new NCC wing for the students.

8. Establishing more smart classes.

9. More gender sensitization programs to be organized.

10. Planting more trees and aiming towards a green campus.

11. Shaded parking for vehicles.

12. Establishing more separate toilets for girls' students.

13. Getting membership in reputed journals in different streams.

14. Installing E-Granthalay in the library.