Yearly Status Report - 2016-2017

Part A	
Data of the Institution	
1. Name of the Institution	**H.N.B. GOVERNMENT P.G. COLLEGE,KHATIMA, DIST. U.S.NAGAR UTTARAKHAND**
Name of the head of the Institution	**Dr. Hariram Tiruwa**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**059432522325**
Mobile no.	**9411115502**
Registered Email	**gpgckhatima@gmail.com**
Alternate Email	**iqacgpgckhatima@gmail.com**
Address	**Bhood Maholiya Tehsil- Khatima, Post -Khatima, Dist-Udham Singh Nagar**
City/Town	**Khatima**
State/UT	**Uttarakhand**
Pincode	**262308**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Vidaya Shankar Sharma**
Phone no/Alternate Phone no.	**05943252232**
Mobile no.	**9719239945**
Registered Email	**gpgckhatima@gmail.com**
Alternate Email	**iqacgpgckhatima@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://hnbgpgckhatima.in/uploads/files/shares/AQAR/AQAR_2015-16.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://hnbgpgckhatima.in/uploads/files/shares/a-cal-16-17.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
1	**C+**	**65**	**2004**	**08-Jul-2004**	**07-Jul-2009**
2	**C**	**1.82**	**2013**	**03-May-2013**	**02-May-2018**

6. Date of Establishment of IQAC

08-May-2006

7. Internal Quality Assurance System

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

Organization of IQAC meetings on time to assure quality enhancement in the college (First Meeting)	25-Jul-2016 1	13
IQAC meeting (Second Meeting)	01-Oct-2016 1	13
IQAC meeting (Third Meeting)	03-Jan-2017 1	13
IQAC meeting (Fourth Meeting)	27-Apr-2017 1	13
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
H. N. B. Govt. P. G. CollegeKhatima	NA	NIL	2016 0	0
H. N. B. Govt. P. G. College Khatima	NA	NIL	2017 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1. Monitoring the academic activities of all programs by arranging the meeting of HOD's to oversee the attainment of course outcomes.

2. Quality indices for department and the Institute are generated and implemented.	
3. Periodical meetings were conducted to review the progress.	
4. IQAC has to work continuously for collecting quantitative data from every unit of the College.	
5. The members of IQAC have tried to ensure coordination among various activities of the institutions and timely performance of administrative and financial tasks if the institution.	

[View File](#)

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

Plan of Action	Achivements/Outcomes
Starting of commerce subject in the college	Communications corresponded to concerned authorities for the same.
Transferring the newly constructed P. G. block to the College	The construction committee of the college started communications and correspondence with the concerned officials.
Instilling the values of social responsibilities among students.	Swachh Bharat Abhiyan was celebrated on the occasion of Gandhi Jayanti.
Instilling the values of social responsibilities among students.	Some lectures were delivered to students to lead, obey, take responsibility, and instill a spirit of cooperation, sacrifice, and altruism.
Motivating the Final Year U. G. and P. G. students for competitive exams	Some innovative lecture sessions were organized for Final Year U. G. and P. G. students through Career counseling.
Various awareness programs for students.	A lecture on the Importance of Blood donation was delivered by the Principal of the college to faculty and students.
Organize the program for environmental awareness	Department wise programs were organized for alleviating Environmental Degradation
Assessing the present status of the library and facilities therein.	Directions were given by the Principal to the library in charge to arrange suitable books for the students according to the syllabus. For this work, all the departments in charge were directed by the principal to give proper cooperation to the library in charge.
Framing the creative environment in the college.	NSS and Rover Ranger units organized many programs i.e. Art competitions,

	Essay competitions, Debate, etc. for developing the creative environment in the college
	[View File](#)

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	14-Dec-2017
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Yes, we do have a nomenclature for an effective curriculum transaction. Our institute majorly focuses on effective curriculum transaction. In the following procedure of curriculum transaction, we focus on classroom interaction as well as co-curriculum activities. There are a numerous amount of activities that are taking place as per our curriculum, we also believe that regular monitoring is the key of success in any process, for that we have also formed various committees at college and department level. These departmental committees submit their reports regularly to the college level committee, wherein the departments are accountable for the well-planned curriculum delivery and documentation; with an up-to-date record of the following. The college level committees ask them to submit their reports periodically and on the basis of those reports assess the execution of the plans and physical verification also takes place. Thus, we have also found that these practices are very helpful to enhance the quality of teaching and improved learning as well.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NA	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	**NA**	**Nill**

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

	Certificate	Diploma Course
Number of Students	**0**	**0**

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	**Nill**	**0**
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	**B.ED.**	**39**
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nill
Alumni	Yes
Parents	Nill

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

Feedback Obtained

H.N.B.GOVT. P.G. College, Khatima is consistently in discussion with all its stakeholders and seeks advice from its advisory committee for betterment in all academic areas. Structured Feedback is obtained at various levels. Student feedback is collected during both UG and PG students and also during distribution of mark sheets so feedback is collected both at departmental level and at institutional level on various parameters such as admission, academic, administration, infrastructure, library, campus cleanliness, ICT facilities, etc. Not only is the feedback collected the analysis and the ensuing suggestions are also incorporated wherever necessary and possible. Besides, there is suggestion / complaint box outside Principal Office where students can submit their complaint/suggestions. Concerns and get rectification for their problems. Departments and faculties are constantly in touch with parents / guardians to safeguard the interests of the students and parents are duly a

part of academic and co-curricular activities for the same. . Feedback is also obtained from alumni during alumni meet and exit survey while student collects college leaving documents from the college is also undertaken. Faculty feedback is collected for teaching syllabus and revision and curriculum enrichment. IQAC is consistently improving and developing a Structured Feedback Survey on a 7 point likert scale which is available on college website. Departmental Feedback is also collected by various faculties. .

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bachelor of Arts	1881	1881	1881
BSc	Bachelor of Science	645	645	645
MSc	Zoology	44	44	44
MSc	Botany	41	41	41
MSc	Chemistry	33	33	33
MSc	Physics	18	18	18
MSc	Maths	75	75	75
BEd	BACHLOR OF Education	50	Nill	49
MA	HINDI LITERATURE	75	75	75
MA	ENGLISH LITERATURE	73	73	73
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	5119	965	21	20	21

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
21	18	8	1	0	8
[View File of ICT Tools and resources](#)					

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

Each and every faculty member in our college has anticipated the student mentoring system. The role of the mentors is to guide their mentees not only concerning academics issues but also in all possible problems, social and personal. Mentoring the students helps them to understand how their ambitions survive into college life and job choices. It also deals confidently with the challenges of intellectual work together with productivity in college activities, conferences, presentations and in social atmosphere. It also gains perspective on how a discipline operates academically, socially and politically. It builds academic success persisting in the college, taking shorter time to complete a degree and performing better in academic coursework, to keep abreast of new research questions, knowledge and recent techniques. In addition to this once a year the mentors take up the assignment of teaching certain topics related to the syllabus to their mentees. This practice helps in shaping the attitudes and behavior of their mentees thereby improving their skills in communications, leadership and management. Mentoring students on a personal level helps lighten their fears and doubts and boosts their confidence, motivates them to set higher goals for themselves for future career development. They also provide them counseling about their future prospects, career prospects and future opportunities.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
6084	21	1:290

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
28	21	7	8	17

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	NIL	Nill	NIL
2017	NIL	Nill	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	3 YEAR	07/07/2017	27/07/2017
BSc	BSC BIO	3 YEAR	03/07/2017	15/07/2017
BSc	BSC MATH	3 YEAR	04/07/2017	15/07/2017
MSc	ZOOLOGY	IV SEMESTER	14/07/2017	07/08/2017
MSc	BOTANY	IV SEMESTER	14/07/2017	07/08/2017
MSc	CHEMISTRY	IV SEMESTER	14/07/2017	10/08/2017
MSc	PHYSICS	IV SEMESTER	14/07/2017	17/08/2017

MSc	MATHS	IV SEMESTER	26/07/2017	17/08/2018
MA	HINDI LITERATURE	IV SEMESTER	14/07/2017	12/08/2017
MA	ENGLISH LITERATURE	IV SEMESTER	14/07/2017	12/08/2017

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

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 /informed about Continuous Internal Evaluation (CIE) that they could be regularly evaluated throughout the semester. Under the Continuous Internal Evaluation, 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 teaching-learning process, their punctuality and regularity, their performance in group discussions, classroom quizzes etc. CCTVs are installed in the whole campus for monitoring student's activities, particularly during examinations for the purpose of stopping the 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 infernal tests. Results are displayed on the Department notice boards for students. Students problem are rectified on the spot. The detailed feedback is provided to them about their performance. Suggestions are also provided for improvement. Marks obtained by students in-sessional Tests are uploaded on the Kumaun University Nainital award sheets via online mode, also send to university through offline. 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 are clearing state level exams and giving their services in Govt. of Uttarakhand, Central Government and other state Government.

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

Kumaun University, Nainital, Uttarakhand is affiliating University of the college and the Kumaun University, Nainital fabricates the Academic Calendar every year to which the college pursues (with minor adjustments at college level order to incorporate dates of session tests and other activities). The academic calendar is chalked out every year before the starting of each Academic Session, and is also enclosed in the college website prospectus. The structure of Academic Calendar is planned according to IQAC norms, and is then finalized by the Principal. The academic calendar is proposed by the University for college for conducting the schedule of admissions, classes, examinations and co-curriculum activities for UG, PG programs.

2.6 – Student Performance and Learning Outcomes

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

http://hnbgpgckhatima.in/uploads/files/shares/iqac/Program%20Outcome/PO_POS_ALL.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Bachelor of Arts	886	727	82.00
BSC	BSc	Bachelor of Science	364	291	80.00
MSc	MSc	Zoology	42	40	95.23
MSc	MSc	Botany	41	40	97.56
MSc	MSc	Chemistry	34	32	94.11
MSc	MSc	Physics	19	17	89.47
MSc	MSc	Maths	70	68	97.14
MA	MA	Hindi Literature	46	44	95.65
MA	MA	English Literature	73	68	93.15
MA	MA	Economics	20	17	85.00
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2.7 – Student Satisfaction Survey

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

 http://hnbgpgckhatima.in/uploads/files/shares/iqac/SSS%20Report/SSS_question naire_report_2016-17.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NA	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nill	NA
No file uploaded.				

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

Incubation	Name	Sponsered By	Name of the	Nature of Start-	Date of

Center			Start-up	up	Commencement
NA	**NA**	**NA**	**NA**	**NA**	**Nill**

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	**0**	**0**

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

Name of the Department	Number of PhD's Awarded
DEPARTMENT OF ENGLISH	**3**

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	**NA**	**0**	**0**
National	**ENGLISH**	**1**	**0**
International	**ENGLISH**	**1**	**0**
International	**HINDI**	**1**	**0**
International	**PHYSICS**	**1**	**3.99**

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

Department	Number of Publication
HINDI	**1**
Mathematics (Books)	**1**

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	**0**	**0**	**Nill**	**0**	**0**	**0**

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

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

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

Number of Faculty	International	National	State	Local

Presented papers	2	7	1	0
Attended/Seminars/Workshops	2	2	0	1

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Workshop for girls against domestic violence	NSS- HNB GOVT. PG College, Khatima	7	111
Save Water Campaign	Rover-Rangers- HNB GOVT. PG College, Khatima	10	65
Campaign against AIDS	NSS, Rover-Rangers- HNB GOVT. PG College, Khatima	8	73
Blood Donation camp	NSS- HNB GOVT. PG College, Khatima	11	55

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NA	NA	NA	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Poster Making on domestic violence (under NSS Camp)	NSS	NSS camp	4	35
Water Conservation	Rover-Rangers	Rover-Rangers Unit	3	25
Gender Equality in Rural India	NSS	NSS Camp	3	67
Nukkad Natak on Anti Tobacco Day	B.Ed	On the occasion of anti tobaco day	4	15
Programs Organized on	B.Ed	Awareness Program	3	67

International Women Day					

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NA	NA	NA	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

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

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

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

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
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4.2 – Library as a Learning Resource

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

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

| NA | Nill | NA | 2018 |

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22492	6221774	604	218729	23096	6440503
Reference Books	6220	2804312	115	67735	6335	2872047

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

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

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	22	0	1	0	1	2	6	2	4
Added	0	0	0	0	0	0	0	0	0
Total	22	0	1	0	1	2	6	2	4

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

60 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
2.8	2.69	4.47	4.46

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

The college has a clear cut policy for the maintenance and optimal

utilization of resources including infrastructure. HNB Government Post Graduate College Khatima is run and recognized under state government of Uttarakhand. The Budget is announced by Directorate, Higher Education Uttarakhand contain the main head as salary, allowances, electricity, Machine maintenance medical claim, laboratory, telephone and computer hardware/ software etc.. The Principal and related committees in institution make decisions to the expenditure on new or maintenance of existing facilities. While purchasing equipments such as computers and peripherals, photocopiers, material related sports and other goods related college, it is ensured that the seller maintains the equipment during the warranty period and enters into Annual Maintenance Contract. The IT infrastructure including Network, internet, WiFi, printer's cartridges, consumables, LCD projectors, Smart Boards etc. are looked after by a team of IT Cell in the college. There is a Care-Taker/Estate Supervisor who is responsible for maintenance of building, classroom furniture, sports ground, lawns, cleanliness of the campus. The security of the college has been entrusted to guard which 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 are water purifiers and water coolers which are also maintained by the concerned agencies and Annual Maintenance Contract. There is a team of library staff which takes care of various sections in the library, for example, maintenance of library furniture, and proper placement of books in their designated shelves. Damaged books are repaired and bound by a person hired specifically for this purpose. The college building is painted and white washed once a year from outside and once a year from inside including class room furniture the next year. The office furniture such as tables, chairs, cabinets and almirahs are polished and painted every year or as per the requirement. Furniture which becomes irreparable is replaced by new purchased. There is a comprehensive and complex electrical infrastructure in the college which includes generators and power backup systems. An expert and trained person in the field of electricity has been appointed to maintained the entire electrical fittings such as, lights, fans, power outlets, backup batteries, generators, fuel, wiring etc. There are laboratories in the science faculty and geography department which are maintained by the Lab Assistant. The Constant supply of consumables in the laboratories is ensured by the respective head of the department. The sports facilities and sports equipment is maintained and proper utilization is ensured by the sports department. He allots time slots for various sports activities for optimal utilization of playground and sports equipment.

http://www.hnbgpgckhatima.in/uploads/files/shares/iqac/Procedure%20and%20Policies/1.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	0	0
Financial Support from Other Sources			
a) National	Social Welfare Department	1116	4253510
b)International	NA	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
YOGA AND MEDITATION	02/10/2016	133	NA
PERSONAL COUNSELLING AND MENTORING	22/02/2017	172	NA

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2016	SC/ ST coaching scheme	65	60	0	0
2017	COACHING FOR ONE DAY EXAM	82	73	0	0

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	0	0	NA	0	0

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2016	75	B.A.	ARTS DEPARTMENT	H.N.B.P.G. COLLEGE, KHATIMA	M.A. HINDI
2016	73	B.A.	ARTS	H.N.B.P.G.	M.A.

			DEPARTMENT	COLLEGE, KHATIMA	ENGLISH
2016	43	B.A.	ARTS DEPARTMENT	H.N.B.P.G. COLLEGE, KHATIMA	M.A. ECONOMICS
2016	74	B.A.	ARTS DEPARTMENT	H.N.B.P.G. COLLEGE, KHATIMA	M.A. POLITICAL SCIENCE
2016	44	B.Sc.	SCIENCE DEPARTMENT	H.N.B.P.G. COLLEGE, KHATIMA	M.Sc. ZOOLOGY
2016	41	B.Sc.	SCIENCE DEPARTMENT	H.N.B.P.G. COLLEGE, KHATIMA	M.Sc. BOTANY
2016	33	B.Sc.	SCIENCE DEPARTMENT	H.N.B.P.G. COLLEGE, KHATIMA	M. Sc. CHEMISTRY
2016	18	B.Sc.	SCIENCE DEPARTMENT	H.N.B.P.G. COLLEGE, KHATIMA	M. Sc. PHYSICS
2016	75	B.Sc.	SCIENCE DEPARTMENT	H.N.B.P.G. COLLEGE, KHATIMA	M. Sc. MATHEMATICS
2016	117	B.A.	ARTS DEPARTMENT	H.N.B.P.G. COLLEGE, KHATIMA	M.A. HISTORY
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	13
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
SPORTS ACTIVITIES	COLLEGE LEVEL, DEPARTMENTAL (B.Ed.)	63
LECTURE ON MSME SKILL DEVELOPMENT	COLLEGE LEVEL, DEPARTMENTAL (ECONOMICS DEPARTMENT)	56
CELEBARATION OF HEMWATI NANDAN BAHUGUNA BIRTHADAY	COLLEGE LEVEL	253
DEBATE COMPETITION	COLLEGE LEVEL	112
INTER DEPARTMENTAL LEVEL	COLLEGE LEVEL(ONTHE OCCASION OF ANNUAL SPORTS DAY)	329
SPEECH COPETITION ON HINDI DIWAS	DEPARMENTAL (HINDI DEPARTMENT)	56

AWARENESS PROGRAME ABOUT AIDS	COLLEGE LEVEL	73
PRESENTATION OF EDUCATIONAL PHILOSPHY ON THE OCCASION OF MAHATMA GANDHI JYANTI	COLLEGE LEVEL	66
THREE DAY WASTE MATERIAL MANAGEMENT WORKSHOP	COLLEGE LEVEL	81
NUKKAD NATAK AGAINST DRUG DE-ADDICTION	COLLEGE LEVEL	77
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	ALL INDIA (NORTH ZONE)	National	1	1	NA	SANDEEP KUSHWAHA
2016	ALL INDIA (NORTH ZONE)	National	1	1	NA	AASHIQ ALI
Nill	UNIVERSITY LEVEL	National	3	3	NA	NA
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The primary goal of an educational institution is to concentrate on the holistic development of the students and so it is important for the students to be able to express their views on the issues related to them viz. their development(academic as well as otherwise), problems and possible solutions etc. The student council is really the machinery which enables the students to actively participate in the overall development process. In the recent past sessions the student council has raised a number of issues related to the students with the local representatives (including the MLA of the region), local bodies (Nagar Panchayat) and the local administration/ District administration. These include: 1.Request for construction of (sufficient number of) toilets in the college mainly for the female students. 2. Request for the construction of the college main entrance gate and also the demand for the beautification around the main entrance gate as well as laying tar on the road from gate to the campus was also raised. 3. Request for opening National Cadet Corps (NCC) for the students in the college. 4. Request for providing books (based on the new annual syllabus) for the 1st year UG and PG students. This was an urgent necessity brought about by the fact that the annual pattern was imposed, at the 1st year level, during this session and more over the college library too didn't have the sufficient number of books which would cover all

the topics in the new syllabus. Besides all this the college student council routinely has helped students in various possible ways. Specifically at the times of admissions, during the beginning of the session, it helps (chiefly) the new comer students/aspirants (seeking admission in 1st Year UG) by explaining and guiding them about the various aspects of the admissions process as well as a general view of the college workings (classes, administration, facilities etc.). As most of the new admission students belong to the rural areas and have very low exposure and tend to be on the introvert side. In such cases a friendly greeting from a member of their community (i.e. the student's community) helps them immensely.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

56

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

1

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

H.N.B. Post Graduate 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: HIERARCY OF MANAGEMENT/ADMINISTRATION- The head of the institution, the Principal reports directly to the Director, Higher Education Uttarakhand. 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. Departmental Heads also formulate several departmental committees wherever and whenever necessary for e.g. committees are formed to organize a workshop, seminar or lecture, internal assessment committee. The college has a system of continual internal assessment for which the departmental heads formulate internal test committee. Those departments having practical subjects or requiring outdoor visits / outstation visit, the head of the department in consultation with the principal constitutes committees where the representation of students is also ensured. To ensure decentralization and participative management, the Principal constitutes several student level bodies/clubs such as Cultural Committee, Sports Committee, Library Committee, Anti-Ragging Committee where representation of newly admitted students is ensured. There are committees for discipline, waste management, energy management, and green campus, etc. Extension activities like blood donation, pulse polio, and implementation of government initiatives for the betterment of the society are also part of the college activities for which the Principal forms interim committees from time to time. NSS and Rover- Rangers also undertake various extension activities for which committees having active student representation are integral part of

decentralization and participative management. Under Administrative Category there are three sections: 1.General Administration, 2. Accounts and 3. Library. PART II- STATUTORY and NON-STATUTORY COMMITTEES: H.N.B. Government Post Graduate College being governmental and affiliated College. So, its functions through various statutory and non-statutory committees as per the UGC Guidelines for like theses Colleges. The Governing Body is the apex body under which all the statutory, 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. Under Academic head there are the following committees: 1. Examination Committee, 2. Departmental Committee and 3. Admission Committee, Under Financial head there are two committees: Finance Committee and Purchase Committee, Under Non-Academic / Administrative head there are 13 committees: 1. Admission Committee, 2. Grievance Redressal Cell, 3. Advisory Committee, 4. Sports Committee, 5. Cultural Committee, 6. NSS, 7. Rover-Rangers, 8. Seminars/Workshop Committee, 9. Anti-Ragging Committee, 10. Canteen Committee, 11. Internal Quality Assurance Cell, 12. Career counseling committee and 13. RTI Committee.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	H.N.B. Government P. G. College develops its own curriculum for various programs being offered. Heads and their faculties with the concern of principal are responsible for the development, implementation and monitoring of the curriculum. All the stakeholders including students, teachers and parents play important role in the designing of curriculum. Social, National and International issues are also kept in mind while designing the curriculum. Environmental issues, cleanliness, community development, ethical values and vision and mission of the college are also integral components of the curriculum. Curriculum thus, designed is regularly updated and deployed with diligence.
Teaching and Learning	College ensures systematic and planned delivery of curriculum. The faculty members are required to deliver lectures and complete the topic within the stipulated period. Courses are divided into units and Interactive teaching is encouraged. Use of ICT is also an important tool for the delivery of curriculum. Notes and related reading material are also provided by our faculties. Research oriented courses are also part of our

	curriculum. Slow learners and weaker students are special assigned in the classes and additional teaching, learning facilities. Classes are running according the assigned time table and mentoring of these classes is assigned to the faculty members.
Examination and Evaluation	H.N.B. Government P.G. College is an affiliated college and its affiliation from Kumaun University Nainital. So, the examination of college is governed by university's rule and regulation. Transparency in examination is the core values of our examination system. Answer books are coded examiners are given model answers for objective evaluation. A separate section of examination controller of university decodes the answer books, and it sends to various evaluators of university. The evaluators send marks examination controller of university for preparation of results. Unit test, assignments and class presentations are an integral part of our examination system as continual assessment process. Before the declaration of results, award lists are tabulated by university. Then the result declared online by university on their website.
Research and Development	The college encourages faculty members to present and publish research papers and attend conferences. The college also provides teachers with assistance to organize seminars and conferences. Faculty has published various books with reputed publishing houses. Teachers regularly attend Orientation and refresher course. Dissertation and Research Methodology are a part of curriculum to encourage the culture of research amongst students. Faculty members are provided with personal computer at departmental level for encourage research development.
Library, ICT and Physical Infrastructure / Instrumentation	The college has one smart Classrooms, auditoriums as well as equipped, sufficient classrooms, Playground, well equipped labs, parking, canteen, Rainwater harvesting system, firefighting system, are some of them infrastructural highlights.
Human Resource Management	The college has always encouraged its faculty members to grow in the workplace, and this is achieved by

	encouraging faculties to avail opportunities to attend orientation programmes, refresher courses, FDPs and major/minor research projects. Teaching faculty requirement is regularly taken from the departments. The faculty members are encouraged to take various assignments besides teaching to enhance their overall qualities so as to benefit for the institution and the local societies. The young faculties members are assign relevant administrative duties as admission committee, college exam committee, sports committee, swatch bharat mission etc. Salary, pay-scale, and increments are given to staff members by government leads to employee satisfaction and quality staff retention. Awareness among the students to participate in student union election.
Industry Interaction / Collaboration	Industry- interface, need to collaborate with them but as per geography of our college areas need of industries in this area which is the weekend section.
Admission of Students	Admission to all UG and PG courses is completed on the basis of merit whereas admission to PG courses is done through joint counseling. ? The lists of selected student are displayed on the notice board and college website of different faculties.

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

E-governace area	Details
Planning and Development	To empower all stakeholders through promotion of innovations in the field of higher education by imparting training and education, and encouraging research for the development of country and stimulate the academic environment for promotion of holistic learning and research, to contribute in the nation's growth. To inculcate values and impart skills for shaping able and responsible individuals committed towards the intellectual, academic and cultural development of society.
Administration	Dedicated Employee Code/ ID for employees. 2.Departmental Email facility. 3. Online Requisition for Marksheet, Certificates and Document Verification of Students. 4. E-Noticeboard and e-dissemination of

	information. 5. AISHE Data on MHRD Portal. 6. Online filing of TDS. 7. Live Streaming of Conferences Webinars 8. Also the faculty details and courses are uploaded on the college website, which proves helpful for the students as they can get an access to this information easily.
Finance and Accounts	1. Accounting Software (TALLY) for financial data. 2. Computerised Payroll and Staff Management. 3. Registraion on Government of Uttarakhand Integrated Financial Management System (IFMS).
Student Admission and Support	After admission counseling sessions are conducted. Continuous assessment of students through unit tests/assignments for determining the slow learners and take up necessary steps to improve their learning ability. Use of ICT enabled technology in teaching. Examination conducted as per university guidelines.
Examination	Examination conducted as per university guidelines, rules and regulation.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	NA	NA	NA	0
2017	NA	NA	NA	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	One day workshop on digital awareness.	One day workshop on digital awareness	18/10/2017	18/10/2018	22	10
2017	One day awareness program on E- Banking	One day awareness program on E- Banking	06/03/2017	06/03/2017	19	8

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NA	0	Nill	Nill	0

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
8	4	1	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Medical reimbursement of state govt., Group Insurance Scheme and Ayshman Card initiatives taken by government of Uttarakhand.Medical reimbursement of state govt., Group Insurance Scheme and Ayshman Card initiatives taken by government of Uttarakhand.	Medical reimbursement of state govt., Group Insurance Scheme and Ayshman Card initiatives taken by government of Uttarakhand.	Scholarships for SC/ST/OBC students, Inspire Scholarship, Gaura Devi Scholarship, Sant Kesar Fellowship for meritorious students.

6.4 – Financial Management and Resource Mobilization

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

The college has an established mechanism for internal and external financial audit regularly. The Governing Council of the college appoints a Chartered Accountant for Internal Financial Audit. The External Audit is carried out by a team of government auditors appointed by the Department of Higher Education from time to time. There is also a team of Government Local Auditors which examines the books of accounts of the college on year to year basis.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Principal and IQAC
Administrative	No	NA	Yes	Principal and IQAC

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

1. A formal Parent – Teacher Association is exists in the college. Meetings are regularly conducting with parent teacher association for the welfare of college, students also. 2. The parents and the Faculties of the Departments interact with each other in case of any need. 3. The teachers conduct meetings with the parents of the students who fail to perform in a desired manner in internal assessment test and Parents are also invited to participate in the Independence Day and Republic Day celebrations.

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

1. Personality Development and training for communication skills. 2. Regular training and orientation programs are organized for teaching and non teaching staff keeping pace with the latest updates. 3. Support Staff is encouraged to keep updated with the latest guidelines of UGC and government orders from the Department of Higher Education and Ministry of Finance.

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

1. Establishment of IQAC with regular meetings and monitoring of academic and administrative process of the college. 2. SSS (Student Satisfaction Survey) is conducted annually and is taken into consideration to address the concern of the students.3. Library up gradation (Computer, Printer, Photo copier etc)

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	To take Initiative for starting of commerce subject in the college	25/07/2016	27/07/2016	28/07/2016	4
2016	To focus on the celebration of Swachh Bharat Abhiyan	01/10/2016	02/10/2016	02/10/2016	84
2016	To conduct various	01/10/2016	29/10/2016	30/10/2016	124

	activities to instill the values of social responsibilities among students				
2017	To organize the program for environmental awareness	03/01/2017	06/01/2017	06/01/2017	87
2017	To assess the present status of the library and facilities therein	03/01/2017	Nill	Nill	6
2017	To organize communicative and soft skills training program for the students	27/04/2017	05/05/2017	05/05/2017	76
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Workshop for girls against domestic violence	15/11/2016	15/11/2016	85	26
Role of women in Indian History	23/02/2017	23/02/2017	75	38
Gender Discrimination-Universal challenge	16/04/2018	16/04/2018	60	21
"How to build pathways for gender equity"?	11/05/2018	11/05/2018	51	18

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

Percentage of power requirement of the University met by the renewable energy sources

The institution has also framed a environment beautification committee. The committee is full authorized to take decisions to make the campus Eco-friendly. The institute has also been declared polythene free zone. Students are made aware of environment consciousness there is a great emphasis on the maintenance of campus greenery. The environment is quite clean and pollution free, plantation drive is also initiated in the campus through NSS and Rover Ranger Programs. Our college is also surrounded by many trees which adding up to nature's beauty and making campus free of pollution and also maintain a healthy ambience. There is a special paper that is being taught in graduation 2nd year naming Environmental Studies. Students and teachers are encouraged to participate in programmes such as Earth Day, World Environment Day, etc. Lectures and Seminars are organized to create awareness about the burning issues such as global warming, single use of plastic, green gas emissions. Several initiatives taken include- Environmental Education Sensitization, Deployment of LED bulbs for energy conservation, rain water harvesting, etc. Students and staff are encouraged to use public transport to minimize emissions and pollution.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	No	0
Ramp/Rails	Yes	2
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	07/10/2016	1	Blood Donation Camp	Scarcity of Blood	55
2016	1	1	23/12/2016	1	Rally on Social Issues (under NSS Camp)	Social Issues	93
2017	1	1	05/01/2017	1	Nukkad Natak under Anti	Anti Tobacco Campaign	56

					Tobacco Event		
2017	1	1	06/03/2017	1	Poster Making on Child Labour (Under B.Ed. department)	Child Labour	45
Nill	1	1	05/06/2017	1	Awareness program about environmental issues	Environmental issues	74
Nill	1	1	09/06/2017	1	Yoga Training on International Yoga Day	Yoga Day	72
Nill	Nill	1	06/07/2016	3	Three Days Workshop of Art and Craft for Reutilizing of Waste Material	Kabad Se Jugad	63
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
The Uttaranchal Government Servants Conduct Rules, 2002	22/11/2002	1. The code of conduct is displayed on institutional website. 2. The code of conduct discusses responsibilities of a teacher, academic duties consisting of a teaching exam/ Assessment and coordination is carrying out various extra curricular activities. Teacher shall not discriminate students, colleagues adversely on political, race, caste, religion, language or for other reason of an arbitrary or personal nature. https://pwd.uk.gov.in/files/PWD/Upload_5.pdf

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2016	15/08/2016	220
Gandhi/ Shastri Jayanti	02/10/2016	02/10/2016	127
"Abki Diwali Sabki Diwali" programme for Under Privileged Children	28/10/2016	28/10/2016	89
Celebration of HEMWATI NANDAN BAHUGUNA JYANTI	25/04/2017	25/04/2017	114

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The institution has taken a number of steps to make the campus eco-friendly. The head of the institution, faculty members, NSS volunteer and other students all are committed to make the campus eco-friendly and pollution free, these main initiatives have been taken in this regards 1. Energy conservation: Use of CFL and LED. 2. Tree plantation: In whole campus tree plantation take place. 3. Rain water harvesting. 4. Namami Gange abhiyan: Awareness program through NSS and College Students 5. Swachh Bharat Abhiyan: Clean campus on every Saturday and general awareness about Swachh Bharat.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Institutional Best Practices (Best Practice- I) 1. Title of the Practice: Coaching Program for Competitive Exams 2. Objectives of the Practice: To prepare the college students for various competitive exams, along with their regular studies, it was realized that a proper classroom?coaching environment was needed. Along with good and appropriate study material, which is available in the library as well as personally, proper mentors and/or resource persons are a must for competitive preparations. 3. The Context: The need for some kind of proper classroom?coaching environment focused on competitive exams had always been felt. This year the college contacted the District Administration (specifically the Sub- District Magistrate) and they decided to lend a helping hand to this cause. The District Administration employed a few resource persons (familiar with Civil Services Exams, Banking Exams and other similar exams) from their own end and started coaching classes for the college students. Some of our faculty members also provided their expertise at times. Moreover some member from the District Administration (ADM, SDM, Tahsildar) or some other officers (Bank P.O.'s and clerks etc.) also took some lecture?sessions for the students in these classes. These particular sessions were more about mentorship and their own experiences and methods/ resource/ tactics during their own competitive preparations. These free coaching classes are really a boon for the aspiring students, most of who hail from the (relatively) low income groups of the society. 4. Obstacles faced/Problems encountered: One of the major obstacles with the operation was the time period for conduction of these classes. These classes had to be operated without disturbing the normal teaching routine of the college/students. So these classes had to be operated either early morning (before the college starts) or late afternoons (after the college ends). This made it difficult for some of the students to attend these classes as they hailed from the nearby villages and transport facilities (to and fro) become rarer at such odd times (early morning or late evening). 5.

Impact of Practice/ Evidence of Success: The success of an effort to create a learning environment can only be judged after some time. But the enthusiasm of the students towards these classes despite the hardships caused by the odd? timings is reason enough to pursue such an effort. Moreover the students who attended these classes were becoming more and more confident in general. Also a mind-set change in terms of setting definite goals and chalking out a path to reach that goal was also seen amongst the attendees. Institutional Best Practices (Best Practice- II) 1. Title of the Practice: WOMEN EMPOWERMENT AND GENDER JUSTICE 2. Objectives: I. To increase access of women to education and ensuring gender justice and their empowerment. II. To create more awareness on the issues of gender sensitization among the students. III. To provided women with equal opportunity. 3. The Context: The College in keeping with the tradition of imparting holistic education emphasizes on the ethical and moral principles. The college being a coeducational institution sensitizes its staff and students on issues such as women empowerment and gender justice. Importance of women education has been strongly realized for the eradication of backwardness in Eastern Uttarakhand. Being the future caretakers of generations to come, the upgrading of women, in the recent background of violence against them, is the priority of the college. 4. The Practice: The college being a coeducational institution sensitizes its staff and students on issues regarding women. Women's Cell of the College is entrusted to look after the specific needs and guidance of female students. Women related topics have been in the curriculum of some subjects like in English, Political Science etc. To create more awareness on these issues among the students several Gender Sensitization Programs were regularly conducted by the Women's Cell and various departments as listed below: (i) One day workshop on "Workshop for girls against domestic violence", by B.Ed. Departments. (ii) A special lecture on "Gender Discrimination- Universal challenge" by women's redressal cell of college. (iii) A special lecture on "How to build pathways for gender equity?" by women's redressal cell of college. (iv) Organize a program on "Gender Equality in education" by education department of college. (v) Organize a program on "Role of women in Indian History" by History department of the college. The Women's redressal cell in collaboration with Grievance Redressal Cell addresses the issues related with girls. Immediate action is taken on these cases. Continuous vigilance is maintained by the Proctorial Board and also through CCTV cameras. 5. Evidence of Success: I. The college has been successful in ensuring the safety and dignity of female students in the campus. In the few last years the college has not witnessed any sort offence against women within the campus. Thus the College maintains a harmonious and women friendly campus. II. The college has taken on additional responsibility of ensuring the safety of women students and staff who are coming from faraway places. III. The percentage share of girls in total registered students was higher than boys in last years. IV. The girl students of the college were actively participated in various program which is organized by college and other institutions. V. The passing percentage of girls in university exam was higher than boys in last years. 6. Problems Encountered and Resources Required: I. Mobilizing funding for various activities related to women empowerment and gender Justice is a difficult task. II. Many parents and families have traditional thought regarding gender equality.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://hnbgpgckhatima.in/uploads/files/shares/iqac/Best%20Practice/BEst_Practice_16-17.pdf

7.3 – Institutional Distinctiveness

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

Details of the performance of the institution in one area distinctive to its vision, 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 at 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 the 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 round development of the students' personality. In line with our vision, of providing quality higher education and skill to the students for employability and overall personal development along with the creation of a knowledge based society, we endeavor forward with the resources (both human and infrastructural) at hand. We wish to instill a sense of self-cognizance amongst the students to help them get their rightful and meaningful roles in the society. The major thrust of the institution is to provide a conducive environment for learning and assimilation of knowledge. The institution is providing quality based education to the students in the way, that the institution could produce confident and responsible citizens.

Provide the weblink of the institution
http://hnbgpgckhatima.in/uploads/files/shares/iqac/7_3_1.pdf

8.Future Plans of Actions for Next Academic Year

In line with our Vision and Mission, HNB Government PG College makes all efforts to be transformed into an Institute of Global Standards education through skilled human resource. We strive to make significant contribution to the nation building cater to the needs of the society by creating research oriented intellectual and skilled oriented 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 future-plan of action:- (i) Collection and analysis of feedback forms from Stakeholders to improve the college working properly. (ii) Submission of AQAR at time. (iii) Process of online admissions follows in the institution. (iv) Wi-fi abled campus with high speed internet facility to help in teaching and other works related computer. (v) Pursue the higher authorities to construct the PG block (Common room, Examination control room, Female toilets, Steno room, office, NSS office, Rover-Rangers office, four wheeler parking stand Conference room etc.) during the next session. (vi) Provide more facilities (Ramps, accessible-toilet etc.) for the physically challenged (Divyangjan) in the campus. (vii) Starting new courses (vocational courses, under graduate course in commerce, Home Science and Post graduate course in geography and education etc.) in the campus. (viii) Establishing a new NCC wing for the students. (ix) Establishing 03-04 smart classes (high and smart boards) to strengthen the online as well as offline studies.