



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

**H.N.B.GOVERNMENT P.G. COLLEGE,KHATIMA, DIST.
U.S.NAGAR UTTARAKHAND**

**BHOOD-MAHOLITYA POST AND TAHSIL- KHATIMA DISTRICT- UDHAM
SINGH NAGAR**

262308

www.hnbgpgckhatima.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

April 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Hemwati Nandan Bahuguna Government P. G. College Khatima, Uttarakhand is a premier affiliated College of Kumaun University Nainital which was established in 1988 and is recognized under Sections 2(f) and 12 (B) of the UGC Act. Khatima College is 24 km from Tanakpur, situated at Purnagiri Temple's foothills. Purnagiri Temple which is also considered a Shaktipeeth and one of the 108 Siddha Peethas. Purnagiri temple is about 41 km far from Khatima College. It is believed that the navel of Sati Mata had fallen at Purnagiri.

Hemwati Nandan Bahuguna Government P. G. College Khatima is well known as a leading institute of higher education in the Kumaun region of Uttarakhand State. The College is sited in the absolute neighborhood of the international border of Nepal along with the state border of Uttar Pradesh. It is highly influenced by the tribes, particularly the "THARUS". Khatima is well connected by major transportation facilities with popular destinations in northern India.

This college with three main faculties viz., Arts, Science, and Commerce is being successfully run. Seven (07) main subjects i.e. Hindi, English, History, Education, Economics, Political Science, and Geography are being run under the arts faculty. Science faculty is being conducted with five major subjects i.e. Physics, Chemistry, Maths, Botany, and Zoology. Commerce faculty is also being run with UG and PG classes. Institute also offers a platform for students to pursue Ph.D. programs excluding Education. In addition to these regular courses, a self-finance degree i.e. B.Ed., and some diploma courses i.e. PG Diploma in Yoga and Holistic Health are also being carried out in the college. The college also serves as a distance learning center for Uttarakhand Open University.

Codes of proficiency ethics escort all allies of the College about its principles of integrity, accountability, inclusiveness, commitment, and sustainability. All associates work within the convectional blueprint to follow the College's Vision and Mission.

This institute encourages a systematic progression of counseling to the students for helping them to make the right carrier choices and also to carry out the real meaning of education (i.e., the overall development of a student). The college always tries its best to cater to the needs of rural students who lack resources and adequate facilities but are enthusiastic to pursue higher education.

Vision

To make an appearance as an excellent academic institution in bringing out a change by disseminating knowledge and providing students a distinctive learning experience in the stream of Science, Arts, Commerce, and B. Ed. taking under consideration the sight of Hemwati Nandan Bahuguna and imparting students an aura for all-round development, nurture them for a successful career as well as to help them play a part towards the betterment of the society.

Mission

- To revolutionize attitudes, values, and priorities to reinvigorate learners, and inculcate positive energy to confront life's obstacles.
- To empower learners by imparting pre-eminent education supplemented with leadership and professional expertise.
- To impart “Education for living and livelihood” as well as “Education for life”, by engaging towards the involvement of human and moral utility.
- Moulding students for competent learning, reasonable approach, and facilitating entrepreneurship through industry-institute interaction.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Good reputation for high-quality teaching & imparting laboratory-based practical knowledge & skills development.
2. Balanced emphasis on co-curricular and value-added programs on Emerging trends.
3. More than twelve students have Qualified UGC/CSIR NET examination.
4. Constant encouragement of faculty for pursuing Ph.D., research, amplifying qualification along with smart teaching methods, etc.
5. Constant mentoring, monitoring, and an effective feedback system for students.
6. Good faculty sufficiencies due to a peaceful work environment.
7. The active role of Various committees i.e. Teacher committee, Cultural committee, Sports committee, etc., in order to enhance practicality, creativity leadership qualities with all-around development.
8. Academic achievements of students in University examinations and other platforms.
9. Development of infrastructures such as newly constructed PG block, B.Ed. Department and auditorium for cultural and other activities.
10. Young and dynamic staff enthusiastic to learn vogue technologies and knowledge.
11. Bulkier enrolments of girls and category students.
12. H. N. B. Govt. P. G. College Khatima seeks to uphold the dignity and worth of every individual who is part of the institution, particularly its young student community. It has a ‘zero-tolerance policy towards sexual harassment. All members of the staff inhibit themselves from verbal, non-verbal, and/or physical delinquency of sexual essence in their association with students, other college staff, and visitants to the college.
13. An active Internal Quality Assurance Cell (IQAC) plays a vital role in supervising, reinforcing, and assisting the comprehensive attributes of the institution.
14. The Career Counselling Cell and individual departments invariably afford a striking manifesto to meet up with different needs of students for feasibility. They also open up the windows for internships and fieldwork.
15. H. N. B. Govt. P. G. College Khatima endeavors to fabricate a configuration of education that is based on instigating a culture of eco-friendly custom and eventually helps to make the ambiance of the campus imperishable. It is a campus that is plastic-free, triggers minimal waste, conserves energy, protects biodiversity, and practices self-sustainability in areas of power, water, and cleanliness.

Institutional Weakness

1. Inadequacy of Teaching staff, Skewed Teacher Student Ratio.
2. As the college is a full government body and is governed by government policies and rules but in some circumstances, the college needs to change the rules but is unable to.
3. Inadequate numbers of Administrative and office staff
4. Fewer internet and broadband connections.
5. Practical labs do have not sufficient modern and advanced types of equipment for conducting some of the qualitative experiments.
6. Technical staff and laboratory staff are less to assist the teachers.
7. Lack of permanent librarian and sports teacher.
8. Lack of job opportunities for passed-out students due to a limited number of industries around.
9. The College is affiliated College of Kumaun University Nainital and is bound to follow the curriculum devised by the University and therefore does not allow for flexibility in curriculum design and delivery.
10. Limited resources to make proper use of digital technology to enhance the teaching-learning process on campus.
11. The College is funded by the UGC but has limited financial resources which eventually limit the institution to cater to the growing academic needs and adequate resources to enhance teaching-learning resources for faculty members.
12. Spawning of funds is often a serious limitation in the expansion and upgradation of campus facilities.

Institutional Opportunity

1. Students come from a poor and tribal background so keen to learn the skill and uplift their families.
2. Predominantly young staff, which is ambitious about learning and dispatching distinct knowledge to the students.
3. Industries are coming up around the city which will engage the student and also help financially through CSR.
4. Alumni help and bestow towards the advancement of the college
5. Focuses on Research activities & collaboration with institutes and industries
6. Involving more faculty members in research-oriented programs.
7. External funding for research, project, and innovative programs.
8. Preparing students in Soft Skills, Aptitude, GD, GATE, MAT, and other competitive examinations.
9. Developing Skill Centre for Vocational / Advanced Skill / Research Centre / Incubation Centre etc.
10. Collaboration with International and National Institutes of repute and other recognitions.
11. College provides abundant scope to assist and foster a harmonious and peaceful world through its students who are groomed to act as a catalyst in the process of social transformation and keeping up with its vision and mission.
12. Highly qualified, efficient, and committed faculty members who are capable of organizing and conducting high-quality seminars, workshops, and conferences are an added opportunity to further partner with eminent institutions, to carry out certificate programs, add-on courses, etc. This will provide the scope to create more teaching-learning material and contribute to the various fields of education.

Institutional Challenge

1. Excessive number of enrolments of students as compared to the number of teachers.
2. Political and student union pressure especially during the time of admissions.
3. The dropout numbers are exorbitant, especially in the first year.
4. Inadequate staff to conduct various activities and cope with the NEP/semester system.
5. Students come from various dialects and ethnic backgrounds. And developing their communication skills is a challenge in itself.
6. Keeping pace with continuous modification of technological advancement.
7. Scarcity of funds to update our faculties, and develop our infrastructure.
8. College caters to a large number of students who come from marginalized sections of society, in which many of them are first-generation learners. The challenge of meeting their day-to-day educational and personal needs is a significant aspect.
9. The demand ratio for most courses remains consistently high, which leads to a mismatch between the intake and the institutional capacity.
10. The commercialization of education in course of time and changes occurred societal values challenges to the service motto of the College.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

H. N. B. Govt. P. G. College Khatima is affiliated with Kumaun University Nainital and has no liberty to design and revise its own curriculum, but at times faculty send their suggestions to the University and UGC regarding curricular design. The College is always committed to promoting a qualitative higher education to the aspirants in various disciplines of knowledge and developing the aptitude and skills of the students in order to equip them to face future challenges. The academic process as well as the preparation of timetable, workload, and other administrative work that has to be done during the entire academic session are systematically prepared in the college even before the academic session starts. The curriculum of the college (as decided by the affiliating University) also has several courses/topics related to gender issues and thus aid in promoting gender sensitization. The college also has established a sexual harassment redressal cell, to sensitize the students and employees on gender issues.

The College has a strapping view that converges issues pertinent to Gender, Environment Sustainability, Human Values, and Professional Ethics is mandatory and crucial to be imparted to the students to sensitize them about their Societal Commitment and accountability for curriculum enrichment. To supplement this, all faculties of the college time to time organize awareness sessions and other activities. The above-mentioned converge issues such as Gender, Human Rights, Human Values, etc. are exposed throughout the session by organizing essays, debates, poster competitions, etc. in association with N.S.S., Cultural Committee, and college faculties.

The College is pledged to compose the consciousness of students about their social responsibilities through outreach programs organized by NSS and Rover-Rangers in association with all faculties of the College. To maintain the green belt around the college campus, NSS and Rover Ranger teams play an active role by giving their full contribution to regular watering and taking care of the plants. Some more activities like tree plantation, poster exhibitions, blood donation camps, etc. are organized under the banner of the NSS. The institution also has a career counseling cell that organizes frequent classes/programs throughout the session.

Teaching-learning and Evaluation

It becomes very important at the college level that teaching should be student-centric. In order to make it student-centric, the college provides a democratic environment to the students. The college has its own website www.hnbgpgckhatima.in which provides not only detailed information about various departments but also disseminate information to students regarding all notices, extra-curricular activities, merit list, etc. Right from admission, the college follows a well-administered and transparent procedure with ease of accessibility of information on our website. A Grievance Committee looks into admission-related problems of the students.

To ensure a better teaching-learning process special counseling sessions are organized by the College in addition to the regular counseling being done by the Admission Counselling Cell. Initially, during the start of the academic session, all faculty teachers try to assess the learning level of the students so that the teachers can plan and organize special programs for different types of learners. Remedial courses and special lecture sessions are aimed at supporting learners in small groups so that teachers can provide individual support. Special attention is given to students with special needs and also from economically weaker sections. Students are assessed on a continuous basis through innovative and reformed techniques such as group discussions, assignments, analytical tests, practicals, and projects.

All students are encouraged to participate in inter-college competitions to optimize their potential. Students are given multiple opportunities to succeed. Through internal assessment, students are encouraged and guided to improve their responses with more than one attempt at times. An online system of Kumaun University helps students of our college to view their marks at the end of each semester. The evaluation, counseling, etc., process is not the only parameter to assess the integrity of the teaching-learning process. There is also a strong feedback system in place, which is critically analyzed and addressed, to ensure quality enhancement.

Research, Innovations and Extension

H. N. B. Govt. P. G. College Khatima is pursuing to create a healthy environment for research and extension activities. The college established a Research Committee during the academic session 2016-17, which monitors and addresses the issues of research. At the P. G. level, all departments of Arts and Science Faculty supervise their students in doing Dissertations or Short Research Programs for developing the research behavior to carry out their Ph.D. work after completing their Post Graduate level. Students are regularly informed about the seminars/conferences/workshops being held by different colleges, universities, and other institutions. Some of the faculties of the college are fellows of National Societies, whose guidance in research activities in the college has been significant. Special leave is granted to teachers whenever they require for attending seminars/conferences/symposia and for paper presentations therein.

Most of the departments of the college are equipped with computers and internet facilities for faculty members so that they can update themselves for doing innovative research work and publications. The College has no provision for direct funding for research but the college provides basic facilities such as a library, laboratory, etc. to the faculty members which help them to carry out their research work smoothly. The college faculty members have carried out good research and publication work for the last 5 years and participated in various seminars/ symposia, conferences, and workshops of International and National level standards. The qualitative research-oriented study is proactively encouraged from the undergraduate level with emphasis on its incorporation as part of the curriculum. Post-graduation students are provided topics for doing their Junior Research Work/ Dissertation for one year and motivated for research activities through fieldwork for collecting data then encouraged to the publication of their research work. The institution has firmly tried to create an

ecosystem for innovations by bringing about many initiatives for fabricating and imparting knowledge.

Entrepreneurship training is given to the students. Students are asked to serve their remarkable duty as NSS and Rangers/Rovers volunteers. The college always provides an excellent platform for extracurricular activities including sports and cultural activities.

Infrastructure and Learning Resources

H N B Govt P G College, Khatima is one of the colleges in the Udham Singh Nagar district of Uttarakhand state which has been well known for providing value education to the people of this region as well as to the nearby districts of Udham Singh Nagar i.e. Champawat, Almora. The college campus spreads across 5 acres of land with a building area of approximately 12247 sq. mt. The main campus is primarily divided into four blocks; Administrative Block, U. G. Block, Commerce Block, and P.G. Block. Self-finance B. Ed. block is also built next to the PG block. The classrooms are well furnished with proper light and ventilation.

According to the demand of the students in the library, subject-wise lists are prepared by the library in-charge from the departmental heads of the faculties, and action is taken through the administrative office and books for the library are purchased through proper channels. The “lists of books” are stored in the form of hard copies. Every year new books are added to the library according to the syllabus as prescribed by the affiliating University. Recently Library’s automation has successfully been installed and started in the college.

The college has set up a Wi-Fi facility on the whole campus. In addition to this, the college has internet connectivity through AirTel. The college also has an educational satellite facility (EDUSAT) where the students have direct access to online learning and lectures. All the departments of the science faculty and some of the arts and commerce departments also have computers enriched with Wi-Fi facilities. The college has made adequate arrangements for the maintenance and upkeep of the college infrastructure. ICT devices such as Multimedia projectors, Smart TVs, LCDs, and Printers are also being utilized for student enrichment. Besides it, there is a mini-computer lab that also existed in the B. Ed department which is utilized by the students and faculty members of the college whenever required.

A thorough monitoring of purchases related to equipment as well as chemicals, specimens, and glassware as per requirements is done by a committee of experienced teachers under the supervision of the Principal. Lab equipments are maintained by the lab technicians on a periodic basis. Adequate housekeeping staff for general cleaning, and dustbins are available in abundance to maintain sanitation within the premises of the college.

Student Support and Progression

H. N. B. Govt. P. G. College Khatima attempts its best to provide a proper platform to the students and attempts to promote their welfare as well as their support and progression. Many students of the College are from a socially backward background and because of this faculty and staff members have to put in a lot of extra hard work for their support and progression. The college promotes scholarships to all SC/ST/OBC students through different schemes of the government. Some students of the College are also getting INSPIRE scholarships. Students also take advantage of concessions in Roadways, Bus Services, and Railways as per rules. The college prospectus is always published regularly including all the rules and regulations of the college.

PRAYAS, a college magazine serves as a platform for the expression of students' views, literary instincts, and

writing skills. The college makes an effort to facilitate progression toward higher education. Intercollegiate sports and other extra-curricular activities are being regularly organized for the exposure of students. Students are also encouraged to participate in university and higher levels. The winning students of the college in intercollegiate games and other competitions represent the university team also. NSS and Rovers /Rangers activities are well organized with the support of local administration.

Governance, Leadership and Management

H. N. B. Govt. P. G. College Khatima plays an important role in imparting students an aura for all-around development, nurturing them for a successful career as well as helping them play a part towards the betterment of society. The Principal, the Head of all Departments and all faculty members of the College make sincere initiatives for the betterment of Students.

Each and every faculty member of the college follows the student mentoring system. Parents are especially advised for sharing their valuable time with their children and counseled them. Mentoring the students helps them to understand how their ambitions survive into college life and job choices. Students are also encouraged by faculty members to do their duty confidently with the challenges of intellectual work together with productivity in college activities, conferences, presentations, and in a social atmosphere. 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.

Following the suggestions of IQAC cell, all the faculty members also motivate the students for their skill development through various activities like group discussions, quizzes, and poster/oral presentations in departmental seminars to develop an innovative mindset among the students.

The college has a well-defined organizational structure. Presently different types of committees are working in the college. In the session 2017-18 a dress code was implemented in the college for the students. The principal along with his concerted committee is in regular touch with the students, alumni, industrialists, employers, and parents. The college has its appraisal system for employees. Feedback is taken from stakeholders for the appraisal of teaching and non-teaching staff. And on behalf of feedback suggestions are given to the employees to improve the area of concern.

The Principal in coordination with the Heads of the Department monitors the execution of the assigned syllabus and its timely completion. The outcome of the course is evaluated through the performance of the students that are analyzed at the end of each year/ semester examination. The College in coordination with IQAC recommendations makes attempts to create an ecosystem for innovations by bringing about many initiatives for the creation and transfer of knowledge among teachers and students.

Institutional Values and Best Practices

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 resources. As the majority of students in the H. N. B. Govt. P. G. College Khatima is girls and the college is sensitive towards their security and other issues.

The college has installed more than 25 CCTV cameras around the campus. The college emphasizes the most in safety and security of girls and women. College also provides facilities to girls like a common room and blocks wise female toilets. In addition, social issues like gender equality and sensitization are prioritized and resolved with the help of co-curricular activities.

In the view of promotion of gender equity and women empowerment, the college conducts various programs in association with several departments for all students of the college. A Women's grievance cell is also existed in the college for solving the issues under the sexual harassment of women in the workplace (prevention, protection, and redressal) act- 2013, which is also successfully completing its tasks. Through NSS awareness camps, awareness rallies, and special lectures, people in general and students, in particular, are made aware of issues of female foeticide, dowry menace, sexual harassment, gender bias, women's helpline centers, AIDS, etc.

The college organizes Legal Aid Camp with the help of NSS and various organizations for different Villages Panchayat every year on topics including laws of common man, general issues, drafting of FIR, laws relating to land, women's welfare, children, Rights and the system of running the Grass root bodies.

College displays its sensitivity to issues like climate change and environmental degradation. Thus, the college takes lead in protecting Mother Nature by adopting eco-friendly activities and spreading awareness through conducting various programs. College makes attempts to reduce the consumption of energy and has also tried to adopt alternative sources of energy. For the same, the Energy Conservation Committee (ECC) of the college encourages all faculties of the college and its staff to use LED Bulbs, Sensor Bulbs, and solar lamps. Numerous attempts are also being made by NSS and Rover Rangers teams in association with all departments of the College to develop consciousness among students on waste management issues. The college has also developed two units of rainwater harvesting systems during the academic session 2021-22.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	H.N.B.GOVERNMENT P.G. COLLEGE,KHATIMA, DIST. U.S.NAGAR UTTARAKHAND
Address	BHOOD-MAHOLITYA POST AND TAHSIL- KHATIMA DISTRICT- UDHAM SINGH NAGAR
City	KHATIMA
State	Uttarakhand
Pin	262308
Website	www.hnbgpgckhatima.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Ramesh Chandra Purohit	05943-252244	8958843491	-	gpgckhatima@gmail.com
IQAC / CIQA coordinator	Harendra Mohan Singh	-	8958681472	-	iqacgpgckhatima@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

State	University name	Document
Uttarakhand	Kumaun University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	03-07-1995	View Document
12B of UGC	03-07-1995	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
NCTE	View Document	23-05-2015	36	

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	BHOOD-MAHOLITYA POST AND TAHSIL-KHATIMA DISTRICT-UDHAM SINGH NAGAR	Semi-urban	5	12000

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BEd,Education	24	UG	English + Hindi	55	50
UG	BCom,Commerce	36	INTERMEDIATE	English + Hindi	264	245
UG	BA,Arts	36	INTERMEDIATE	English + Hindi	968	529
UG	BSc,Science	36	INTERMEDIATE	English	264	238
PG	MSc,Zoology	24	UG	English	17	9
PG	MSc,Botany	24	UG	English	17	11
PG	MSc,Physics	24	UG	English	17	10
PG	MSc,Chemistry	24	UG	English	17	15
PG	MSc,Maths	24	UG	English	88	59
PG	MA,Geography	24	UG	English + Hindi	20	9
PG	MA,English	24	UG	English	88	46
PG	MA,Hindi	24	UG	Hindi	88	28
PG	MA,History	24	UG	English + Hindi	88	65
PG	MA,Political Science	24	UG	English + Hindi	88	70
PG	MA,Economics	24	UG	English + Hindi	88	30
PG	MCom,Commerce	24	UG	English + Hindi	66	54
PG	MA,Yoga	24	UG	Hindi	40	19
PG Diploma recognised by statutory	PG Diploma,Yoga	12	UG	Hindi	40	19

authority including university						
Doctoral (Ph.D)	PhD or DPhil ,Zoology	60	PG	English	4	0
Doctoral (Ph.D)	PhD or DPhil,Botany	60	PG	English	8	0
Doctoral (Ph.D)	PhD or DPhil,Physics	60	PG	English	4	0
Doctoral (Ph.D)	PhD or DPhil ,Chemistry	60	PG	English	4	0
Doctoral (Ph.D)	PhD or DPhil,Maths	60	PG	English	4	0
Doctoral (Ph.D)	PhD or DPhil ,Geography	60	PG	English + Hindi	4	0
Doctoral (Ph.D)	PhD or DPhil,English	60	PG	English	4	0
Doctoral (Ph.D)	PhD or DPhil,Hindi	60	PG	Hindi	4	0
Doctoral (Ph.D)	PhD or DPhil,History	60	PG	English + Hindi	4	2
Doctoral (Ph.D)	PhD or DPhil,Political Science	60	PG	English + Hindi	8	8
Doctoral (Ph.D)	PhD or DPhil ,Economics	60	PG	English + Hindi	8	3
Doctoral (Ph.D)	PhD or DPhil ,Commerce	60	PG	English + Hindi	8	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				35			
Recruited	1	0	0	1	0	0	0	0	18	13	0	31
Yet to Recruit	0				0				4			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				11			
Recruited	0	0	0	0	0	0	0	0	4	1	0	5
Yet to Recruit	0				0				6			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						23
Recruited	17		0		0	17
Yet to Recruit						6
Sanctioned by the Management/Society or Other Authorized Bodies						12
Recruited	9		2		0	11
Yet to Recruit						1

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	14	9	0	24
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	4	0	8
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	2	0	3
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	2	0	3
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	9	15	0		24

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	911	0	0	0	911
	Female	1721	0	0	0	1721
	Others	0	0	0	0	0
PG	Male	208	0	0	0	208
	Female	610	0	0	0	610
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	8	0	0	0	8
	Female	11	0	0	0	11
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	9	0	0	0	9
	Female	4	0	0	0	4
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	262	246	376	431
	Female	453	441	567	762
	Others	0	0	0	0
ST	Male	55	51	75	89
	Female	96	94	124	162
	Others	0	0	0	0
OBC	Male	193	178	268	324
	Female	334	328	427	555
	Others	0	0	0	0
General	Male	856	833	1207	1421
	Female	1514	1444	1921	2537
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		3763	3615	4965	6281

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The session of 2021-22 syllabus designed by the university has no specific multidisciplinary/interdisciplinary papers. However, inside the syllabus, some aspects of multidisciplinary/interdisciplinary are included at UG and PG levels. Based on these aspects, some lectures are delivered by teachers for enriching multidisciplinary/interdisciplinary approaches among the students. At Post Graduate level, students must 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-</p>
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	<p>order thinking capacities, problem solving 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.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>The Academic Bank of Credits (ABC) has been envisaged to facilitate the academic mobility of students with the freedom to study across the Higher Education institutions in the country with an appropriate "credit transfer" mechanism from one program to another, leading to attain a Degree/ Diploma/PG-diploma, etc. But till now the ABC system was not implemented in the University syllabus.</p>
<p>3. Skill development:</p>	<p>As all, we know Education, Skills, and employability are of paramount importance in today's context. Practical education positively influences various facets of growth and development such as poverty reduction, health, and gender equality among others. Skilling refers to the training, practical, theoretical, and soft skill knowledge of current industry standards. 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. Besides it, the dissertation at the postgraduate level is beneficial for enriching the skill ability of all faculty the students.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>All aspects of the Indian Knowledge System, when will be integrated surely will show a positive change in the student's behavior. In the meantime, as per the university syllabus of post-graduate and graduate classes, students of various faculties of H. N. B. GOVT. P. G. College Khatima, is being taught to promote interdisciplinary approaches to some aspects of the Indian Knowledge System. Through this approach, we can try to preserve and disseminate the Indian Knowledge System for further innovations and societal applications, and actively engage in spreading the rich heritage of our country and traditional knowledge. During the present session</p>

	<p>(2020-21) few specific courses concerning Indian Language, Indian ancient traditional knowledge, and Indian culture and traditions are being run through the Open University platform in the Institute. Yes, presently in a few of the subjects major part of the Kumaun University syllabus covers some aspects of the Indian Language, Indian ancient traditional knowledge, and Indian culture and traditions, and are being taught to students with interest. IQAC cell of the Institute also is trying to utilize this approach in the field of Arts and literature, Basic Sciences, Management, Economics, etc.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>Outcome-based education is a system where all the parts and aspects of education are focused on the outcomes of the course. The students take up courses with a certain goal of developing skills or gaining knowledge and they have to complete the goal by end of the course. There is no specific style or time limit for learning. The student can learn as per their choice. The faculty members, moderators, and instructors guide the students based on the target outcomes. Based on the above in mind, the IQAC cell had tried to develop ideas in students' minds to achieve targets by organizing meetings among students and faculty members. The IQAC cell of the institute attempted to encourage the professors for the implementation of their innovative ideas during their delivered lectures in the classes.</p>
<p>6. Distance education/online education:</p>	<p>Distance Education “is a process to create and provide access to learning when the source of information and the learners are separated by time and distance, or both.” In other words, distance learning is the process of creating an educational experience of equal qualitative value for the learner to best suit their needs outside the classroom. This emerging technology is becoming widely used in universities and institutions around the globe. With the recent trend of technological advances, distance learning is becoming more recognized for its potential in providing individualized attention and communication with students internationally. H. N. B. GOVT. P. G. College has a center of Uttarakhand Open University (UOU). The University uses Nobel 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</p>

	<p>educational needs of the target groups to create a skilled and knowledge-based human resource for the speedy upliftment and development of the State. Uttarakhand Open University is especially focusing on the educational needs of women, 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.</p>
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Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>No. Instead of ELC, SVEEP (Systematic Voters' Education and Electoral Participation Program) has been implemented in the college since 2019.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>Yes, in accordance with the requirements of such programs, the college appoints a campus ambassador from among its teachers and a student coordinator from among its students, per the instructions of the district administration.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>Four EVP programs were organized by the college under the supervision of District administration to educate students and the broader public about the electoral process. Voter Registration camps for the eligible students in the campus and Voter awareness camps have been conducted by District administration time to time. Large number of students participated and got registered for their voter ID card through BLO of the respective area.</p>

<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>Four events were held in the college to raise awareness among the students: a poster presentation, a RANGOLI competition, a quiz, and a voter identification campaign by the district administration.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>The college has organized enrollment programs where eligible students were registered for Voter ID cards through BLO of various regions in order to maximize the enrollment of eligible students as voters.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3763	3615	4965	6281	7349
File Description		Document		
Upload Supporting Document		View Document		
Institutional data in prescribed format		View Document		

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 50

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
37	34	31	33	30

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
6.19	5.48	5.80	7.53	7.05

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

As an affiliated college of Kumaon University (Nainital), Hemwati Nandan Bahuguna Government Post Graduate College Khatima implements the curriculum designed and approved by affiliating university. In the coming session 2022-23, NEW EDUCATION POLICY (NEP) will be implemented following the instruction of Kumaon 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.

At the beginning of the session, discussions are made in the advance regarding the preparation of the academic calendar of the College following the university academic calendar, and then it is prepared by the recommendation of the IQAC cell and finally certified by the Principal. Besides, the academic calendar also incorporates and outlines the overall annual activities of the college. The Academic Calendar includes the admission dates, teaching-learning schedules, curricular and co-curricular activities, and summer and winter breaks. It is also ensured by the Head of the Institution that the Calendar is followed strictly as an integral policy document of the college by the staff and students. To serve this purpose, the following steps are taken:

- Curriculum advancement-related issues are regularly discussed in departmental meetings and evaluation of the curriculum is done as per the guidelines of the University.
- The heads of the departments review the workload and communicate it to the timetable committee, which commences its task, well in advance, before the onset of the academic session.
- Meetings are conducted by the Principal with constitutive committees to discuss the college Academic calendar, Central and Departmental Time-Tables.
- 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.
- 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.
- 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.

The College always follows a systematic approach to the internal evaluation of the performance of the students on a continuous basis.

- Provisions for internal assessment are fixed as per University norms and also ensured that the timetable is displayed on notice boards to make it easily accessible to faculty members, non-teaching staff, and students.
- After the assessment, the faculty entertain all queries of students and explain the right pattern of answering with clearly defined markers for improvement. Faculty provide supplementary material in terms of academics to assist students in preparation for their examinations.
- Parents have been informed of their ward's progress as attendance and internal assessment marks through regular communication. Parent-Teacher meetings are conducted giving parents a platform to discuss their ward's progress.
- Grievances regarding internal assessment are dealt with by the concerned department and examination committee.

The IQAC mandates analysis of results by departments and an action taken report by Departments regarding remedial measures to improve results.

File Description	Document
Upload Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 0

File Description	Document
Institutional data in the prescribed format	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 0

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Many courses in the Arts, Science, and Commerce faculties include one or more cross-cutting issues as an essential part of the curriculum. The curriculum of the college (as decided by Kumaon University Nainital) also has several courses/topics related to gender issues and thus aid in promoting gender sensitization. The curriculum reflects sensitivity to issues relevant to Professional Ethics, Gender, Human Values, Environment, and Sustainability, which are integrated into the curriculum in order to sensitize students to such issues ensuring students' growth as sensitive and sensitized citizens of the country. The College organizes different activities and programs to handle the following cross-cutting issues while delivering and covering the prescribed syllabi-

- Besides the inclusion of awareness of issues relevant to Professional Ethics, Gender, Human Values, Environment, and Sustainability in the core papers, options offered in Generic Electives papers also integrate these issues. A brief list of such papers (Core, Skill Enhancement Course, and Generic Electives) is attached in the link given.
- Environmental education is an important part of the syllabus prescribed by the University at the degree level. The aim of this study is to train students to cater to the need for ecological citizenship through the development of a strong foundation on the critical linkages between "ecology-society-economy". This helps students evolve into ecologically, environmentally, and socially informed and responsible citizens empowered to protect natural resources while ensuring sustainable lifestyle and developmental model".
- Professional Ethics – Papers such as 'Business Communication', 'Business Organization and Management', 'Creative Writing', 'Education for sustainable Development', 'Indian government and Politics', 'Indian Administration', 'Ethnobotany, Traditional knowledge, and Intellectual Property Rights', 'Fundamental of Economics', 'Financial Literacy', and 'Yoga and Stress Management' lead to a greater awareness of professional ethics in students. This also leads to holistic development in students apart from academic knowledge in their core areas.
- Gender – Gender sensitization is an integral part of students' overall growth and development. Awareness of gender issues makes them more sensitive and civilized citizens. Amongst other papers, the following papers are immensely popular amongst students – 'Gender, School and Society', 'Education in Contemporary Indian Society', 'Media, Gender, and Human Rights.

Even papers that don't specifically focus on gender issues have a stronger sub-theme highlighting gender issues. invisibility in the monolithic processes of capitalism, Likewise, the 'Indian Classical Fiction', 'Partition Literature', and 'Literatures of Diaspora' papers also highlight women's struggles through the ages leading to greater sensitization of gender inequity.

- Human Values – Making students aware of intrinsic human values are integrated in several papers such as ‘ ?????? ???? ?????????? ????? (????, ??? ?? ?????)’, ‘????????? ????? (????? , ?????? ??? ?????)’, ‘. ?????????? (????????), ?????? ?????’, ‘????????????????’, ‘. Gandhian Discourse in Politics’, ‘Ethics and Politics’, ‘Drama: Shakespeare’, ‘Literature in Cross-Cultural Encounters’, ‘Cultural Diversity in India’, ‘Literature in Caste’, ‘Literary Cross Currents: Selections from Living Literatures’, ‘Citizenship in a Globalizing World’, and ‘ Literature and Disability’.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 0

1.3.2.1 Number of students undertaking project work/field work / internships

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 86.25

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2021-22	2020-21	2019-20	2018-19	2017-18
1874	1540	1625	1856	3813

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
2665	1963	1963	1912	3912

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 86.87

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2021-22	2020-21	2019-20	2018-19	2017-18
700	568	602	681	1431

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
991	730	715	698	1450

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 101.7

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

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 Career 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.

The global Covid-19 pandemic has had a significant impact on the education sector. The pandemic compelled the college to switch to a virtual and blended approach to learning. Since the Covid -19 pandemic, we have been attempting to shift teaching-learning practices away from the traditional paradigm and toward the constructivist paradigm. In this sequence, we are proud that the H. N. B. Govt. P. G. College Khatima has been established as a Wi-Fi-enabled campus which helps the teachers and students to connect to the internet and learn updated information about curricular and extracurricular.

We employ ICT-based teaching practices to make a two-way interactive environment with a major emphasis on interaction. ICT (Information and Communication Technology) has assisted the college in surviving and adopting new methods of online learning. Some prominent ICT tools including the Government's ambitious initiative Edusat, and YOUTUBE platforms (various YouTube lectures were prepared by the faculty members of the college) have been hugely utilized by the students.

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:

- To strengthen the institute-community interface, the college has adopted various villages to improve their understanding of the finer nuances of village life. This assists students in developing as sensitive and socially responsible citizens.
- Through collaborative activities with the outside community, the NSS wing assists in the development of students' experiential and participatory learning.
- Learning should become more student-centered by emphasizing specific learning outcomes in all courses and making it more participatory and interactive. To achieve this, the institution employs a variety of student-centered approaches such as group discussions, model making, undertaking specific tasks (e.g., the establishment of the botanical garden, construction of rainwater harvesting), etc., so that students are also provided with a platform where they can exchange their views and ideologies and are kept up to date with current events.
- For the development of the overall personality of the students, the college ensures students' participation in the program of Rovers/Rangers.
- The career counseling cell of the college arranges professional counselors for enhancing the

learning process by supporting students with their personal and professional concerns if any.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 83.33

2.4.1.1 Number of sanctioned posts year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
46	38	38	38	38

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	View Document

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 96.97

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
36	33	30	32	29

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	View Document
Institution data in the prescribed format	View Document
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	View Document

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

H. N. B. Govt. P. G. College Khatima is an affiliated college of Kumaun University Nainital and thus follows the University's examination rules and guidelines. At the end of each semester, there is a final exam that is uniformly conducted for students across all the affiliated colleges of Kumaun University. The final exam for each paper has 75% weightage of the overall assessment and the remaining 25% constitutes internal assessment marks.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- Teachers keep the exam answer scripts and assignments for a minimum period of two years and

grievances are resolved on the basis of that.

File Description	Document
Upload Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

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.

- Students are made aware of the course-specific outcomes through classroom discussion, expert lectures, and perform practicals.
- The Learning Outcomes-based Curriculum Framework is designed to meet students' current needs in terms of securing their path to higher education or an undergraduate degree and guiding students toward career choices.
- The learning objectives are communicated through various means such as college prospectus, website, and college magazine. Principal's address to students at the beginning of the session and also dissemination in the classroom by concerned staff.
- Teachers actively participate in university-organized workshops on syllabi revision. As a result, this process of perception and outcomes occurs precisely and excels in the quality of teaching and learning.
- Successful alumni students are also invited to interact with both students and teachers at specific events and meetings where they share how their course shaped their career thus helping existing students align better with the specified course outcomes.
- 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:// hnbpgckhatima.in](https://hnbpgckhatima.in)).
- 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.
- 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	Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The college regularly evaluates the performance of students through various methods for measuring the attainment of each of the Program Outcomes and Course Outcomes.

- The program outcomes and Program Specific outcomes are assessed with the help, of course, outcomes of the relevant program through the direct evaluation process. It is provided through University Examinations, internal and home assignments, unit tests, etc. Students under university examination are evaluated for 75% of total marks and colleges for 25% marks as internal assessment.
- The results and feedback of the students is a proof of the attainment of program outcomes and the same is analyzed periodically by departments and remedial action taken accordingly.
- Meritorious students are awarded at the Annual Day celebrations and the merit list is published in the Annual Report to acknowledge their hard work. This motivates them and other students to excel.
- The final results of the students are provided to the departments who analyze them paper-wise and devise remedial mechanisms for improvement. This could be by way of extra practicals or shifting faculty to another paper. For example after the result analysis of semester 1 & 2 students, one of the departments felt that the teaching of first-year students should be done by more experienced faculty to build a stronger foundation for first-year students. Likewise, faculty takes into account the feedback of students and allocates papers amongst themselves.
- Regular mid-term meetings of student-faculty committees comprising of previous, current, and next teacher-in-charge with three student representatives, and one from each year help assess outcomes and plan a necessary course of action.

File Description	Document
Provide Link for Additional information	View Document

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 85.77**2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1144	1218	2074	1949	1376

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1242	1305	2397	2252	1853

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document

2.7 Student Satisfaction Survey**2.7.1****Online student satisfaction survey regarding teaching learning process****Response:** 3.3

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

The college has taken many initiatives for creating a healthy environment of research and extension activities as well as the transfer of knowledge. The following initiatives have been carried out to promote a culture of innovation and research among students and faculty members.

- During the academic year 2016-17, the college established a Research Advisory Committee to motivate postgraduate students to pursue research.
- The committee encourages postgraduate students to pursue a Ph.D. thesis based on the objectives of the dissertation and short research done by them at the P.G. level.
- The committee has recently been reformed (in the academic session 2020-21). At present this committee comprises a team of 6 faculty members representing the arts, science, and commerce faculties, headed by the Principal
- Students are regularly informed about the seminars/conferences/workshops being held by different colleges, universities, and other institutions.
- College has formulated a career counseling cell with the aim to provide the organize gathering of

the students with experts. This cell also organizes lectures and presentations for students to guide them on various career options available in science/arts/commerce.

File Description	Document
Upload Additional information	View Document

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Link to re-directing to journal source-cite website in case of digital journals	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.28

3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	3	3	5	2

File Description	Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The college is actively involved in various extension activities and community services to develop a holistic approach and sense of responsibility towards society among the students. To strengthen the institute-community interface, the college has adopted the villages of Naugawan Thaggu and Shiv Nagar

in order to improve their understanding of the finer nuances of village life and to assist in resolving their basic problems. This helps students evolve as sensitive and sensitized socially responsible citizens.

Extension activities were carried out by NSS, Rovers & Rangers, and the departments of the college. The college works hard to instill moral values and a sense of duty in young minds by holding frequent outreach programs and extension activities. Some of the activities conducted in the last five years are given below:

- Rover-Rangers' active involvement in the community outside of college helps to shape students into disciplined and patriotic citizens.
- Through collaborative activities with the outside community, NSS helps students' experiential and participatory learning. During an academic year, NSS volunteers work on innovative ideas with slums and volunteer organizations to complete 120 hours of regular activities.
- Science students, in collaboration with other college students, raise awareness of carbon footprints and promote gender sensitization.
- The college assists SC/ST students as well as students from economically disadvantaged areas of its learning community.
- B. Ed Internship Program, is an extremely successful program that connects students with underprivileged children in the community for education. Aside from that, B. Ed students actively participate in social activities and outreach programs such as blood donation, AIDS awareness programs, anti-tobacco products, literacy, and so on.
- By actively engaging students in waste management initiatives, students are sensitized to waste management issues. Several measures are being implemented to achieve a sustainable and environmentally friendly lifestyle, including a ban on the use of plastic, promotion of the use of jute bags in college, and segregation of different types of waste as biodegradable and non-biodegradable.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Students are encouraged to participate in extension activities in order to fulfill the institution's Vision and Mission statements. College faculty members make their budding aspirants grounded and humane by performing various social activities. In this sequence, Dr. Dheeraj Chandola, Assistant Professor, Department of Political Science of this college received Uttarakhand Shiksha Ratna Samman from Monal Welfare Society for his contribution to education and social welfare through innovation practices.

Dr. Dheeraj Gahtori of the Botany Department received Environmental Protection Award from Agricultural Environmental Technology Development Society (AETDS) for his contribution to Scientific research.

Dr. Ashish Upadhyay of the Chemistry Department received Best Paper Award - 2022 in DRDO Sponsored 2nd National conference.

Dr. Ashish Upadhyay of the Chemistry Department and Dr. Anuharica Chauhan of the Zoology Department got Outstanding Faculty in Science Education Award – 2022 in National Conference on Agriculture, Applied and Life Science, 5th Plant Science Research Meet.

File Description	Document
Upload Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 29

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
8	6	5	5	5

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 0

File Description	Document
List of year wise activities and exchange should be provided	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

HNB PG College has always endeavored to provide high-quality education and is dedicated to the holistic development of its students to make citizens aware and women empowered. Set in the backdrop of an extensive green cover, the college has an architecturally striking aesthetic landscape. The idol of Poornagiri Mata at the entrance of UG and the Administrative block creates a pious atmosphere on the campus. The college has tried to provide a well-maintained user-friendly and resilient infrastructure conducive to teaching, learning, and comprehensive development of students.

- H. N. B. Govt. P. G. College Khatima is located near Nepal's international border as well as Uttar Pradesh's state border, with a total campus area of 5 acres.
- The college is well-equipped with a physical and technological infrastructure that allows the existing academic programs and administrative tasks to run smoothly. The classroom for teaching has well-equipped with furniture, board, proper lighting, and air. There are three well-furnished smart classes with advanced accessories available for the students. Six well-equipped Laboratories with storerooms are available for B.Ed., Geography, and Science students.
- Maximum departments are equipped with LCD TV resulting that ICT can be used for strengthening academic discourse. B. Ed. Department of the college has a well-organized small computer laboratory consisting of 6 computers that cater to the requirements of both the students and the faculty. The mini-computer lab has an internet facility that is accessed by faculty and students. H. N. B. Govt. P. G. College Khatima regularly keeps updating its information technology infrastructure. Campus buildings are under CCTV surveillance.
- The high-tech auditorium, which is approximately four thousand square feet in size constructed near the Commerce block. It has a capacity of seating 500 students and serves as the focal point for all curricular and extracurricular activities at the college. Aside from this, the college has one multipurpose hall and one well equipped conference hall for various teaching and learning activities.
- The college has a wellness center called 'YOGA,' which is a valuable resource for both students and faculty.
- Sports activities take place on a verdant, well-kept multipurpose sports ground. A special designated sports room is available for indoor sports and others.
- A cultural committee is in place at the college to oversee cultural activities. The Cultural Committee of the college, which is fully dedicated to the development of the cultural activities of the students, plays an important role. Every academic year the college conducts cultural programs

on the college's annual day.

- To encourage students to participate in games and sports, as well as extracurricular activities, the college provides sports and other resources. The annual sports function is organized every year, before which a meeting of the management committee, principal and in-charge of sports and games, sports committee members, and students is held. Considering the limitations of a proper playground and gymnasium, the sports committee decides on the sports events that can be organized.

Playgrounds for the following outdoor games are available: Volleyball, Long jump, High Jump Disk throw, Cricket, Badminton, Football, Race, and Kabaddi

Play for the following indoor games are available: Caroms, Chess

THE YOGA: Yoga cum Activity Room is available on campus. The yoga cum activity room is there with the whole room covered by yoga mats and it is also used for practicing dance and other co-curricular activities.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 31.95

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
2.09	2.83	2.18	1.64	1.5

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

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.

The library requisition slips are obtained from the faculty members who have been authorized by their respective Principals/HODs. The list of all the books and publications recommended by the department's faculty is prepared by the library committee and is then submitted for approval to the competent authority. Quotations are obtained from authorized suppliers for the procurement of publications and approval for the same is granted by the competent authority. All the requirements of the publications to be purchased are consolidated and purchase orders are issued accordingly. The invoices and bills are sent to the accounts section for payment. A record is maintained of all the bills and invoices, and a summary of the total receipts for the entire year is prepared.

Books are issued to students only for a period of fifteen (15) days at a time and to faculty/staff for one semester. Books are issued to technical and administrative staff for thirty (30) days only.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

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.

- The college has a computer lab for students which consists of ten sets of computers and a WIFI facility available there.
- 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.
- In addition, there are 14 Desk Jet printers in the college besides this 2 Xerox machines are also available for printing work.
- The desktops are powered by Windows 7, Windows 7 Pro, Windows 10, and Windows 10 Pro. The majority of the desktops are being powered through Office 2010 Pro, with a few running through Office 365 and Office 2016 Pro.
- Office automation packages like Open Office, MS Office, and Antivirus are purchased by the college and updated regularly.
- College website updates in all working days.
- All faculties are encouraged to supplement teaching-learning methods with practical skills to improve the effectiveness and interest of the learning process.

· College faculty take on all challenges that their subject/program requires, as well as innovative teaching approaches such as educational tours, field trips, and socioeconomic surveys.

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	Document
Upload Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 235.19

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 16

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 68.02

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
4.1	2.65	3.62	5.88	5.55

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 7.15

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
132	106	424	218	977

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

Response: C. 2 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 6.67

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
504	421	219	457	132

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	View Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 34.36

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
463	522	493	584	605

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1144	1218	2074	1949	1376

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.33

5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)

2021-22	2020-21	2019-20	2018-19	2017-18
05	01	01	04	01

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 4

5.3.1.1 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 wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
02	00	02	00	00

File Description	Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 0.6

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	1	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response:

- The university has its own alumni association. Right now, the college is starting the process of

registering its alumni association. An active alumni committee is trying to build a robust alumni base that will contribute more significantly to the growth of the institute in the future. By assisting our current students on their chosen paths, alumni of our college have kept a close relationship with them.

- Alumni members offer insightful ideas that are very important to the growth of the College and the student placement. Since the academic session 2016-17, the college has been hosting the Alumni Association meet once a year. On the occasions of various events, such as annual gatherings and national festivals, senior alumni are frequently called, and the students gain from the creative interaction with them. Senior alumni occasionally visit the college to share their insights and assist with student placement activities. The alumni membership can also be enrolled once the registration form for the alumni association membership is ready and posted on the college website.
- Department Alumni Meet: Departments have made independent actions to strengthen ties between former students and current ones. The Department of History and the Department of Commerce both started meet-the-alumni series and ALUMNI CONNECT to maintain alumni connections with the departments and provide students with the necessary exposure, mentoring, and guidance as they choose their career paths. Several other departments also invite alumni regularly to increase the industry-institution interface.

File Description	Document
Upload Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The institutional governance and leadership are carried out in accordance with the vision and mission of the Institution under the supervision of the Principal of the college. Keeping in mind the sight of Hemvati Nandan Bahuguna, the college strives to excel as an outstanding academic institution by disseminating knowledge and providing students with a unique learning experience in the fields of science, arts, and commerce. The college is fully committed to the holistic development of its students. In the coming session 2022-23, NEW EDUCATION POLICY (NEP) will be implemented following the instruction of Kumaun University and ensured effective curriculum delivery of the CBCS syllabus in the college for the betterment of students.

By working together in a synergistic manner, the governance and leadership, along with the college faculty and administration, take proactive steps to ensure that the stated objectives are followed. To maintain quality as the defining element of education being imparted, the IQAC committee collaborates with all departments to conduct regular assessments. Various committees and statutory bodies of the college work towards maintaining an inclusive and holistic academic environment, based on suggestions from the IQAC. With an increasingly heterogeneous student profile, it is imperative that diversity is inclusive, and that students mature into evolved respectful citizens of our country. In addition, our educational approach places equal importance on hands-on learning experiences outside the traditional classroom setting, and prepares our students with skills that align with the demands of the society. Feedback from stakeholders leads to desired change. The Student Council/Union, student societies, and class representatives serve as channels for expressing the needs of every student, emphasizing the significance of their individual voices in governance. In addition to offering ethics and value courses that improve and enhance their skills, we also strive to ensure that our students are physically fit, emotionally stable, and possess cultural awareness of the rich heritage of our country.

In order to ensure decentralisation and participatory management, the college has a clearly defined and organised hierarchy for management and administration. To promote decentralization and participatory management, the Principal constitutes various student-level bodies/clubs, including the Cultural Committee, Sports Committee, Library Committee, and Anti-Ragging Committee, which incorporate representation from newly enrolled students. Various committees exist within the college to perform both statutory and non-statutory functions, in accordance with the guidelines set forth by the UGC. In addition, NSS and Rover-Rangers also undertake various extension activities, in which active student representation in these committees plays an important role, and this is an essential component for decentralization and participatory management.

Besides these committees, there are certain statutory committees i.e., Internal Complaints Committee,

Anti-Ragging Committee, Equal Opportunity Cell, Women Development Cell, Grievance Redressal Committee, amongst several others engaged in ensuring a safe and secure learning environment for the students. Several of these committees have student representation as well to ensure participation at the micro level too. A review of these committees along with their report is discussed with the Chairperson and Coordinator of the IQAC cell of the college at the end of the academic session and as per the recommendation of IQAC new committees are formed or there is a revision of old committees. The IQAC is the central committee responsible for ensuring the delivery of quality education, and it comprises designated teachers and essential administrative personnel.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The Governing Body, Principal, IQAC, and Staff Council Committees deliberate and plan and proactively work toward the deployment of *institutional perspective* plans. All efforts are focused to promote student skill behavior while simultaneously providing a holistic environment for growth as responsible citizens of the country. The college started in 1988 with only UG courses. The college administration continuously efforted to PG courses for the same UG courses. Resulting these efforts the college has been running PG in all programs except education subjects during 2021-22.

The implementation of the strategic plan is monitored from time to time by the Principal, Departmental Associations, and other committees through periodic review followed by a recommendation of IQAC to finalize the same. By following these progressive steps H. N. B. Govt. P. G. College Khatima is trying to establish itself as a reputed college in this area and is also in the phase of improvement. The institutional perspective plan aligns with the institution's vision and mission, which are the constant driving factors for improving academic quality policies and strategies. It is effectively deployed to focus on bringing quality improvements in the areas of:

- 1.Planning and effective implementation of extracurricular activities.
- 2.Effective implementation of curricular activities through a good plan.
- 3.Teaching- learning process through traditional and modern techniques.
- 4.Improvement of ICT tools in college for students and staff.
- 5.Development in research works and publications.
- 6.Academic infrastructural facilities.

7. Activities toward student support and progression.
8. Institutional Values and Best Practices.
9. Governance, Leadership, and Management of the College.

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

Governing Body:

The management of H.N.B. Govt. P.G. College, being a government institution, is under the supervision of the Directorate of Higher Education, Uttarakhand, Haldwani, and the Higher Education Department of the Uttarakhand Government.

Administrative Setup:

At H.N.B. Govt. P.G. College Khatima, the core of the administration is comprised of the Principal and Senior Administrative Officer. The Principal, along with the IQAC Coordinator, Departmental Heads, and several Committees, is in charge of managing the college's daily operations and ensuring that overall works and activities are being well coordinated.

Various committees are constituted with teaching and non-teaching staff. Convenors as heads are responsible for getting the work done by their respective committees. The Advisory Committee assists and advises regarding the framing of rules and regulations in accordance with Government policies.

Service rules, Procedures, Recruitment, and Promotion policies:

H.N.B. Govt. P.G. College Khatima adheres strictly to the guidelines set forth by the Directorate of Higher Education, Uttarakhand, in terms of service regulations, procedures, and recruitment.

IQAC Cell:

The IQAC Cell of the H. N. B. Govt. P. G. College Khatima fully ensures the qualitative and quantitative growth of the College.

Student Council/Union:

Various departmental extracurricular activities are held regularly under the supervision of the student council/union and the student council/union regularly addresses student-related issues in the front of college administration.

Anti-ragging cell, Grievance redressal committee, Anti-smoking cell, Internal complaints committee, and Women redressal cell:

The objectives of these committees are to ensure that no violation of rules takes place within the College and work towards addressing and settling grievances if any.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2.2

Institution implements e-governance in its operations

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Performance Appraisal of Teaching and Non-teaching Staff:

According to the mandate of the Directorate of Higher Education Uttarakhand and the Higher Education Department of Uttarakhand, staff personnel are required to complete a "Confidential Report Performa" annually where they evaluate themselves. The principal then assesses each employee's performance, makes observations and comments, and provides a "Confidential Report" (C.R.) of the staff to the Directorate, Higher Education, Uttarakhand. Since the academic session 2021–2022, C.R. is being applied online. The C.R. evaluation is not shared with the staff members, but in the event of a negative entry, it is shared with the individual in question so that they can enhance their performance and attitude.

“Confidential Report” (C.R.) is 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.

Effective welfare measures for teaching and non-teaching staff:

H N B Govt. P G College Khatima arranges welfare measures according to the Government of Uttarakhand norms and rules mentioned as per GOs regarding this. Therefore, whenever necessary, teaching and non-teaching staff are immediately provided with various effective welfare measures for the benefit of both teaching and non-teaching staff, such as medical reimbursement, group insurance schemes, and facilities of Ayushman card, as mandated by the state government. Similarly, Retirement Benefits (As per the Government of Uttarakhand Rules), Loan Benefits, Cash Facility for Earned Leaves are also given to teaching and non-teaching staffs. Non-teaching staffs are also benefitted by getting Bonus on the occasion of the festival like HOLI, DEEPAWALI, etc. as per rules of the state government. For regular female faculty members CCL and Maternity leave is sanctioned as per requirement by following the rule and regulations of State GOs. For regular male faculty members paternity leave is sanctioned

Avenues for career development/progression

With reference to this, there are several avenues followed by the faculty members and non-teaching staff of our college for their career development and progression as per guidelines of the Directorate of Higher Education Uttarakhand, including:-

Faculty Development Programmes:

- Faculty Enhancement programmes for skill up-gradation and training are organized for both teaching and non-teaching staff.
- Permission is readily granted to participate in Refresher Courses/ Orientation Programmes/ ShortTerm Courses to the teaching staff for the professional development.

SPECIAL LEAVE:

Special leave is granted by the principal to attend conferences, seminars, orientation programs, and refresher courses.

Sabbatical/ Study Leave:

Faculty avail study leave once in the span of their career to pursue higher studies/ research interests. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher. A teacher, who has availed himself/herself of study leave, will not be entitled to the sabbatical leave.

By utilizing these avenues for career development and progression, faculty members are enhancing their skills, expanding their network, and position themselves for new opportunities in your field. Top of Form

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 9.97

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
03	08	09	09	00

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
26	26	23	25	26

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

H. N. B.Govt. P. G. College Khatima is a postgraduate college that is owned and funded by the Uttarakhand government. The college receives 100% grant-in-aid from the government of Uttarakhand. The grants provided to the college are categorized into three types: Salary, Recurring Expenses (excluding salary), and Capital Expenses. To obtain approval and funding, a request letter specifying the budget required under each category is drafted and submitted to the Directorate of Higher Education. The state government provides financial aid to the college in various categories, such as salary, contingency, travel allowances, office furniture, procurement of books and equipment, maintenance, chemicals, computer purchases, computer maintenance, minor construction, scholarships, machinery decoration, telephone, electricity-related expenses, miscellaneous expenses, etc. However, the institution is quite free to use non-governmental fees taken under different heads from the students to meet the requirements as per guidelines of state government. The College offers professional courses (self-finance mode) being run in P.G. Diploma in Yoga and Holistic Health and B.Ed. These departments generate/ mobilize funds from student fees.

The effective and efficient use of available resources of the college is ensured through a proper system adopted by the college. Proper demand in writing is made to the Principal by the concerned department/committee with details of requirements of equipments and other infrastructure with proper justification. These applications are scrutinized and directed to the departments concerned to invite quotation as per rules. A meeting of purchase committee is held on the receipt of the quotations or

tenders. Purchases are finally made upon the approval of the Principal.

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 Principal and Administrative personnel of the college refer and strictly adhere to the following Govt. guidelines -

Financial Hand book, section 2, part 2 to 4

Financial Hand book, section 3

Financial Hand book, section 5, Part -1

Civil service regulations

Budget manual

Uttaranchal General Provident Fund Rules and Regulations -2006

Uttaranchal Rules and Regulations 2005

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 the financial rules and regulations of the state government. Recently the college has completed an external audit.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the

incremental improvement in various activities

Response:

The college has a rich culture of institutional functioning through participation among all stakeholders especially faculty, students, and the non-teaching staff. IQAC in the college was constituted in May 2006. Since then it has been continuously working to maintain and standardize the culture in all parts of the college through proper channels for academic excellence. The IQAC plays an important role in ensuring the quality of the functioning of the administrative and academic units of the college. In order to make the students aware of the current and futuristic challenges and opportunities, the teaching faculty are encouraged and motivated to develop a scientific temper so as to propagate a research culture amongst the students. This is achieved by constantly sharing new research findings in their respective fields with the students. The following contributed significantly to institutionalizing the quality assurance strategies and processes by IQAC:

1. Formation of comprehensive policies for essential aspects of efficient operation.
2. Before the start of the academic sessions, planning, and submission of academic and sports calendars
3. Setting up periodic meetings with HODs and their relevant faculty members to assess extracurricular and academic activities in the presence of the principal.
4. Organization of interactive meetings with the student union and student council for knowing their problems and suggestions for improving the college's academic environment of the college.
5. Motivating teachers of all faculties by IQAC Cell for conducting online classes through ICT tools and techniques like Google Meet, Google Classroom, WhatsApp, etc. during the Covid-19 pandemic.
6. Result in analysis and remedial measures by departments.
7. Organizing Parent teacher meetings to elicit feedback from parents for enhancing the qualitative and quantitative development of the College.
8. IQAC arranges quarterly meetings together its members for quality education in the college.
9. Taking initiatives of IQAC to different departments of the college for organizing conferences, seminars, workshops, and special talks through either online or offline modes for enhancing the quality of education.
10. Taking initiatives of IQAC for organizing different types of programs related to women's empowerment at the college level through different committees.
11. Setting up an Emotional and Mentoring Counselling Committee responsible for organizing workshops for students and faculty to deal with stress and anger management along with issues of low self-esteem.
12. Faculty Development Program on E-learning and Digital Content Creation for faculty members of the college.
13. Making students aware of the importance of Physical Fitness by organizing different activities through sports and yoga.
14. Implementing suggestions by IQAC to the principal for improving the physical infrastructure as needed according to students and staff.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: C. Any 2 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The college is being a coeducational institution that sensitizes its staff and students on issues regarding women. The 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 English, Political Science, etc. To create more awareness of these issues among the student several Gender Sensitization Programs were regularly conducted by the Women's Cell and various departments. Some points are listed below:

- One day workshop on “*Gender Equality in Education*” by a collaboration of Arts Faculty. A special program on “*Gender Equality and Women Empowerment*” by the women's redressal cell of the college.
- A special lecture on “*Women's Economic Power and Gender Equality*” by the Economic Department of the college.
- A program on “*Gender Equality and Human Rights*” by the B. Ed department of the college.
- A program on “*Equal Rights to Men and Women*” by the Commerce Department of the college.
- Special Lecture was organized on “*MENTAL HEALTH AND GENDER BASE VIOLENCE*” by English Department.
- NSS & Rover-Rangers awareness camps for Girls students by giving training and guidance to ensure their safety and prevention from eve-teasing and molestation. Awaring society and students, about the issues of female feticide, dowry menace, and AIDS.

The Women's Cell in collaboration with Grievance Redressal Cell addresses the issues related to girls. Continuous vigilance is maintained by the Proctorial Board and also through CCTV cameras. The college has been successful in ensuring the safety and dignity of female students on campus. As a result of this in the few last years, the college has not witnessed any sort of offense against women within the campus. Thus the College maintains a harmonious and women-friendly campus. The college has taken on the additional responsibility of ensuring the safety of women students and staff who are coming from faraway places. The percentage share of girls in total registered students was higher than boys in last years. The girl students of the college actively participated in various programs which are organized by the college and other institutions. The passing percentage of girls in university exam was higher than boys in last years. The Women Cell of the College ensures awareness about its objectives throughout the year by conducting various seminars, self-defense workshops, and motivational lectures about women empowerment. As per the guidelines of the Supreme Court, UGC, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013, an Internal Complaints Committee has been established by the College with the objective to Prevent Sexual Harassment of any gender at the college.

The College strictly follows the norms of gender sensitization and focuses to provide a safe and secure atmosphere to the woman students and teachers. Various seminars, Guest Lectures, and workshops are organized throughout the year to teach the students about their rights and laws and to fight against any kind of sexual harassment.

The College has a separate Common Room for girls. Active women's redressal cell take care of the problems related to women. A mentorship system has also been introduced in the college in which a group of students is assigned to the teacher and the teacher tries to resolve the problems students are facing.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: C. 2 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1. Green audit / Environment audit**

2. Energy audit**3. Clean and green campus initiatives****4. Beyond the campus environmental promotion activities**

Response: C. Any 2 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

As all we know about that India is known worldwide for its rich diversity, heritage, culture and tradition. H. N. B. Govt. P. G. College is wholeheartedly dedicated to the mission of creating cultural harmony among its staff, students, and faculty. To accomplish this goal, our college regularly organizes diverse events aimed at promoting this noble cause, and the institution consistently endeavors to cultivate a culture of mutual understanding and acceptance regarding communal, socio-economic, and other diversities.

As citizens of India, it is the duty of everyone to show the sense of responsibility and belongingness for our nation. The College time to time organizes such events and programs which inculcate the sense of responsibility and helps in imbibing moral values. The college's IQAC Cell and College Mentor Committee constantly work to instill in the students a sense of duty to the country, respect for the environment, and a commitment to upholding the laws established by the Indian Constitution for the benefit of future generations. 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. The college instills a sense of patriotism and responsibility in new students. The college holds Gandhi's beliefs in cleanliness and non-violence in high regard, and therefore, we endeavor to instill these values in our students by organizing a cleanliness campaign/rally and a poetry symposium on Gandhi Jayanti. Warriors wall/Shaurya Diwar is there in the college having pictures of our great national heroes to tell them about their sacrifices for the nation service. For several decades, the college has been following the tradition of commemorating Republic Day and Independence Day by means of musical performances, plays, and rallies. Celebrations are held on special days such as International Women's Day, World Literacy Day, Bhasha Diwas, Hindi Diwas, and Hemwati Nandan Bahuguna Diwas. These celebrations are held in form of competitions (drama,

creative writing, poster creation, rangoli, etc.) or student presentations in cultural programs. 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.

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. The College undertakes various efforts to sensitize the students and employees of the Institution about their constitutional obligation. At the beginning of every academic session, the Principal of the College gives an Orientation Lecture to the new students to acquaint them with the fundamental principles and culture 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. Theme-based 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.

File Description	Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

BEST PRACTICE (I): INNOVATIONS IN THE TEACHING- LEARNING PROCESS

Aiming to improve education quality and efficiency, innovations in the teaching-learning process have been made. In H. N. B. Govt. P. G. College Khatima, some of the most significant advancements in this field are being put into practice.

- To prepare students for personalized and blended learning collaborative Learning
- To encourage the students for attending their classes online.
- To teach students how to learn, how to think for themselves, and how to speak and write clearly and effectively.

THE CONTEXT:

As HEIs are increasingly expected to become more systematic and reflective in their approaches to transforming and assessing teaching and learning. Especially during and after the covid-19 pandemic attending online classes has become an essential part of education in the digital age. After this hazardous phase, our college continuously has been utilizing online and offline platforms for teaching and learning.

As a result of the current educational environment, the college had identified the following areas to improve teaching and learning.

- Developing teaching-learning tools for growing student expectations.
- Addressing emerging ethical challenges.
- Understanding the evolving role of ICT.
- Designing a curriculum that meets the demands of the present century.
- Attendance of students in classes.
- Availability of learning resources.

THE PRACTICE:

The limited number of workdays and subjectivity in the evaluation are the main issues in higher education in India. To address this issue, the college follows an academic calendar that helps to guarantee continuity and successful completion of the curriculum even within the constraints of these few working days. The practical sessions, interactive teaching, group discussions, internal assessment tests, academic tours and preparation of assignments and projects are some of the activities adopted by the college for making learning student centric and providing a holistic environment for the skill formation in students.

Besides these, few practical exercises are performed by M.Sc. students to develop their skills concerning scientific aspects.

INNOVATION BEST PRACTICES:

Through the delivery of lectures in the classroom that depend on the subject being taught, emphasis is given to instructional learning. Both online and offline, the teaching-learning process is supported by information, communication, and technology. There is provision for smart classes, projectors, Wi-Fi-enabled Campus for each faculty of the department depending on their requirement and usage.

Personalized, blended, and collaborative Learning among the students is being practiced through Group projects, Group discussion, brainstorming, Internship, Fieldwork, Dissertation Class tests, Quizzes, and Assignment.

EVIDENCE OF SUCCESS:

- Have a Course/Lesson Plan according to the allotted syllabus.
- Specific Program Objectives, Program Specific Objectives, and Course objectives have been designed by each faculty which makes the teaching-learning process more outcomes-based and result-oriented.
- Regular Student Feedback is undertaken.
- The teaching of classes focused on problem-based sessions.
- Mentoring students class-wise.
- Career Counseling Cell works regularly for students' betterment.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

- The implementation of innovative practices in the teaching-learning process has been a big challenge for the college as the change is not easily accepted by conventional stakeholders.

- It has been, and is still, a herculean task to have a transparent evaluation system that is objective and bias-free in internal assessment.
- Human resource is another challenge in the field of higher education. Getting teachers and being able to retain them became another challenge.
- It is a challenge to train and implement technology-based teaching-learning methodologies as it has low adaptability.

BEST PRACTICE (II): WOMEN'S EMPOWERMENT AND GENDER JUSTICE

For gender equality to be achieved and to guarantee that women have access to the same opportunities as men, it is crucial to address the issues of gender justice and women's empowerment. When women will be empowered and have equal access to opportunities, they are more likely to contribute to their communities, drive innovation, and promote social progress. As per the recommendations of the IQAC cell of H. N. B. Govt. P. G. College Khatima, the Women's cell of the college is making efforts to introduce innovative practices related to women's issues. The cell has set certain objectives to achieve this goal.

OBJECTIVES:

- To increase access of women to education and ensure gender justice and empowerment.
- To create more awareness of the issues of gender sensitization among the students.
- To provide women with equal opportunity.

THE CONTEXT:

Our college prioritizes imparting holistic education with an emphasis on ethical and moral principles. It is a coeducational institution that focuses on sensitizing its staff and students on issues of women's empowerment and gender justice. Given the recent incidents of violence against women, the college considers the upgrading of women as a top priority, considering them to be future caretakers of generations to come.

THE PRACTICE:

The Women's Cell of the College is responsible for addressing the specific needs and providing guidance to female students. Some subjects such as English, Education, and Political Science have included women-related topics in their curriculum. Additionally, various departments have organized programs on gender equity throughout the year, aimed at educating all students of the college.

EVIDENCE OF SUCCESS:

- The college has been successful in ensuring the safety and dignity of female students on campus. In the last few years, the college has not witnessed any sort of offense against women on campus. Thus, the College maintains a harmonious and women-friendly campus.
- The college has taken on the additional responsibility of ensuring the safety of women students and staff who are coming from faraway places.
- The percentage share of girls in total registered students was higher than boys in the last years.
- The girl students of the college actively participated in various programs which were organized by the college and other institutions.

- The passing percentage of girls in university exams was higher than boys in the last few years.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

- Mobilizing funding for various activities related to women's empowerment and gender justice is a difficult task.
- Many parents and families have traditional thoughts regarding gender equality.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Our college's commitment to academic excellence is evident in our Vision statement, which emphasizes this as a key priority. The college has made continuous efforts to achieve this goal by creating a student-centered teaching and learning environment on campus. The faculty members are dedicated to providing the best possible instruction, guidance, and mentorship to their students, utilizing all available resources to support their academic success.

H. N. B. Govt. P. G. College Khatima is situated in a remote area in the foothills of the Himalayas. It is the only government Degree college in the city of Khatima of Udham Singh Nagar District of Uttarakhand. It is located along the crucial National Highway No. 9, which links Pithoragarh and Bareilly. Khatima shares its border with two neighboring regions, Uttar Pradesh (a state in India) and Nepal (a country). Due to its location in a border town, the college caters to the needs of students who come from both sides of the border. Affiliated with Kumaun University, Nainital, the college is a co-educational and fully inclusive institution.

The establishment of H. N. B. Govt. P. G. College Khatima dates back to the year 1988. The college offers undergraduate, postgraduate, and doctoral programs in a variety of fields, including commerce, arts, and science. The self-financed Bachelor of Education, P.G. Diploma in Yoga & Alternative Therapies, M.A., and Diploma in Yoga & Alternative Therapies are also offered in addition to these regular curricula. The presence of a Uttarakhand Open University Center within the college campus offers a multitude of programs that attract numerous students every year.

The college's many students are drawn from a socially and economically disadvantaged segment of

society. More than 60% of the overall enrollment for the current session is made up of female students, who make up the bulk of the college's student body. The institution has a sizable population of students who fall into the SC, ST, and OBC categories. These students are always given full consideration in all of the college's activities. The college administration and the teaching staff make ensure that all of the students who fall within these categories participate appropriately. Thus, it has been noted that the college provides a healthy and dynamic environment for the growth and development of the underprivileged and weaker elements of society and elevates them to the status of legitimate participants in higher education.

Most college students come from distant rural areas and have to commute 2 to 3 hours every day to attend their classes. They rely on various modes of transportation such as bicycles, auto rickshaws, and government or local buses to reach the college. Despite facing extreme weather conditions, such as hot summer days and cold winter mornings, these students persevere in order to receive an education. They are accustomed to overcoming obstacles, as they have lived a life of hardship and limited resources since their upbringing. These students seem to have been deprived of adequate opportunities and lack guidance in choosing their career paths. Additionally, their proficiency in the English language is hindered as their education has mainly been in Hindi and they have had limited practical experience with the English language. Although these students may have a strong grasp of grammar rules, they lack practical experience in applying them to daily communication. Furthermore, they have not been taught how to use computers, as their primary schools did not have access to any and did not offer computer education. As a result, these shortcomings put them at a disadvantage and hinder their overall growth, particularly in their future pursuits.

In spite of such obstacles, H. N. B. Govt. P. G. College Khatima offers students a nurturing atmosphere by means of several initiatives such as regular remedial sessions, awareness campaigns, and career guidance programs. Moreover, students time to time utilize a well-equipped computer laboratory with high-speed internet via the college's private Wi-Fi network, and a comprehensive library with a combination of classic and contemporary books on diverse topics, providing them with all the essential resources whenever they require.

Spread over a vast campus, the college boasts contemporary infrastructure consisting of multiple buildings designated for various departments. To cater to the needs of differently-abled students, the college's edifices are fitted with ramps and well-constructed restrooms, providing a more hospitable environment. Nestled within the college campus is a state-of-the-art yoga center, staffed with experienced and certified trainers who assist students in their pursuit of physical and mental fitness.

Furthermore, the college features a cutting-edge auditorium with a spacious stage and ample seating capacity, capable of hosting large gatherings. The auditorium resonates with the audience's thunderous applause as students deliver mesmerizing performances on stage. The college commemorates all significant national and cultural festive occasions with great zeal and fervor. These events are meticulously planned and executed by student committees, under the guidance of experienced faculty members. The college possesses an expansive, verdant ground utilized for organizing a plethora of sporting events during the Annual Sports Meet. This includes Kabaddi, Volleyball, Football, Cricket, Badminton, and a diverse range of track and field events, such as long jump, shot put, discus throw, javelin throw, short and long-distance races, relay races, obstacle races, etcetera takes place.

The college features two securely guarded entrances that lead to the main campus via a well-paved path. The central administrative building, where most of the administrative tasks are performed, is situated at

the end of this path. Moving forward, the college doesn't merely adhere to the conventional teaching and learning approach but endeavors to advance toward an all-encompassing development of the student's personalities.

Our objective is to foster self-awareness amongst students, enabling them to attain significant and purposeful roles in society. Our aim is to shape them into conscientious and accountable members of the community. Our primary goal is to create an enabling environment for students to excel academically. We are dedicated to helping them assimilate meaningful knowledge and providing them with quality-based education. Our efforts are geared towards transforming them into confident and responsible citizens of the country.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

As a government institution, the college has financial limitations that can result in some quality enhancement strategies being omitted. In spite of such restrictions, the college has been making remarkable progress in some areas adding value and quality to higher education. H. N. B. Govt. P. G. College Khatima promotes a structured counseling process to support students in making optimal career choices and to achieve the complete development of students, which aligns with the institution's vision and mission for education. The college is committed to addressing the needs of rural students who many times face resource and infrastructure constraints but have a strong desire to pursue higher education. The college prioritizes the holistic development of such students so that they are equipped to tackle future challenges with effective solutions. The college is preparing to implement the National Education Policy (NEP) in the upcoming academic session i.e. 2022-23.

Concluding Remarks :

Hemwati Nandan Bahuguna Government P. G. College Khatima, Uttarakhand was founded in 1988 and is affiliated with Kumaun University Nainital. It is a highly regarded institution of higher education in the Kumaun area of Uttarakhand, recognized under Sections 2(f) and 12 (B) of the UGC Act. It is not related to any specific religion, political group, or sectorial thinking. It is located in close proximity to both the international border of Nepal and the state border of Uttar Pradesh. It is highly influenced by the tribes, particularly the "THARUS". The college is running successfully with three main faculties: Arts, Science, and Commerce. Besides regular courses in Arts, Science, and Commerce, the Institute provides a platform for students to pursue Ph.D. programs (excluding Education). The college also offers a self-finance degree in B.Ed. and some diploma courses such as PG Diploma in Yoga and Holistic Health. Furthermore, the college functions as a distance learning center for Uttarakhand Open University.

The IQAC, along with various departments, strives to create and maintain a culture of quality in the institution through various activities, offering diverse academic opportunities for students to reach their full potential. The college is committed to providing affordable and accessible education for young people from rural areas, promoting inclusivity, and excellence in education for all. The college faculties organize awareness sessions and activities to complement their efforts toward promoting quality education and inclusivity. They also organize events such as debates, essays, and poster competitions to address crucial issues such as gender, human rights, and human values, in collaboration with the N.S.S. and Cultural Committee. The college is committed to raising students' awareness of their social responsibilities through outreach programs organized by NSS and Rover-Rangers in collaboration with all faculties.

The college organizes special counseling sessions to enhance the teaching-learning process, in addition to regular counseling done by the Admission Counselling Cell. Faculty teachers assess students' learning levels at the beginning of the academic session to plan and organize special programs for different types of learners. Remedial courses and special lecture sessions in small groups are provided to offer individual support. Besides the above activities, the college aspires to nurture its students to become responsible citizens of the country.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.3.2	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.2.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 221 Answer after DVV Verification: 0</p> <p>Remark : HEI has provided only the list of students and all the other requested supporting documents are not provided.</p>																																								
2.1.2	<p>Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years</p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats) Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>695</td> <td>563</td> <td>597</td> <td>681</td> <td>1437</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>700</td> <td>568</td> <td>602</td> <td>681</td> <td>1431</td> </tr> </tbody> </table> <p>2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>770</td> <td>604</td> <td>641</td> <td>698</td> <td>1450</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>991</td> <td>730</td> <td>715</td> <td>698</td> <td>1450</td> </tr> </tbody> </table> <p>Remark : as per the documents</p>	2021-22	2020-21	2019-20	2018-19	2017-18	695	563	597	681	1437	2021-22	2020-21	2019-20	2018-19	2017-18	700	568	602	681	1431	2021-22	2020-21	2019-20	2018-19	2017-18	770	604	641	698	1450	2021-22	2020-21	2019-20	2018-19	2017-18	991	730	715	698	1450
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3.3.2	<p>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</p> <p>3.3.2.1. Total number of books and chapters in edited volumes/books published and papers</p>																																								

in national/ international conference proceedings year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
1	3	4	9	2

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1	3	3	5	2

3.5.1 **Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.**

Answer before DVV Verification : 4

Answer After DVV Verification :0

4.1.2 **Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years**

4.1.2.1. **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
6.19	5.48	5.80	7.53	7.05

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
2.09	2.83	2.18	1.64	1.5

Remark : as per the documents

4.4.1 **Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)**

4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
6.19	5.48	5.80	7.53	7.05

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
4.1	2.65	3.62	5.88	5.55

Remark : as per the documents

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
463	522	493	584	605

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
463	522	493	584	605

5.2.1.2. Number of outgoing students year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
782	885	1621	1456	1529

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1144	1218	2074	1949	1376

Remark : as per the documents

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 last five years

5.3.1.1. 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 wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
06	00	07	00	00

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
02	00	02	00	00

Remark : as per the documents considering certificates given for Uty/state/national/international level outstanding performance

5.3.2 **Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
180	0	0	173	175

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	1	1

Remark : as per the documents

7.1.2 **The Institution has facilities and initiatives for**

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: C. 2 of the above

2.Extended Profile Deviations

Extended Profile Deviations

No Deviations