



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution		DAV CENTENARY COLLEGE KOTKHAI
• Name of the Head of the institution		DR. RAJ KUMAR JISHTU
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		01783292208
• Mobile No:		9418000584
• Registered e-mail		davprincipalkki@rediffmail.com
• Alternate e-mail		rkjishtu@gmail.com
• Address		DAV CENTENARY COLLEGE KOTKHAI
• City/Town		KOTKHAI
• State/UT		HIMACHAL PRADESH
• Pin Code		171202
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated
• Type of Institution		Co-education
• Location		Rural
• Financial Status		Grants-in aid

• Name of the Affiliating University	Himachal Pradesh University, Shimla				
• Name of the IQAC Coordinator	Dr. Roshan Lal Vashist				
• Phone No.	9418450909				
• Alternate phone No.	01783292208				
• Mobile	9418000584				
• IQAC e-mail address	davprincipalkki@rediffmail.com				
• Alternate e-mail address	roshan1968.2009@rediffmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	www.davcollegekotkhai.com				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	yes				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.12	2022	22/03/2022	21/03/2027
6.Date of Establishment of IQAC		17/07/2014			
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
none	none	none	none	none	
8.Whether composition of IQAC as per latest NAAC guidelines		Yes			
• Upload latest notification of formation of IQAC		View File			
9.No. of IQAC meetings held during the year		2			

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>The Himachal Pradesh University, Shimla has granted the permission to start the Physical Education as subject w.e.f. 2022-23. A National Seminar sponsored by NAAC on Education Policy 2020: Impact & Repercussion was organized by the college on 18.10.2022. The matter of filling up of vacant posts was taken up with the Himachal Pradesh Government The Appointment of all eligible candidates were made on part time basis. The Education Minister, Himachal Pradesh Government visited the college on Prize Distribution Function held on 18.03.2023 Participation of students in Himachal Pradesh University, Inter college Competitions.</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Starting of new subjects, ,	Physical Education subject approved the HP.University.	
Appointment of eligible faculty members	Eligible faculty members appointed	
Conduct of National Seminar	NAAC sponsored National Seminar was conducted in Oct,2022	
Participation of students in different Inter College competitions.	Students participated in different Inter College competitions.	
13. Whether the AQAR was placed before	Yes	

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
IQAC	17/11/2023
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	02/12/2022
15.Multidisciplinary / interdisciplinary	
<p>A workshop on Awareness among women compaign in collaboration of Women sexual Harassment Cell of the college was organized on 13.08.2022. A lecture on the various issues related to women.was delivered by Officiating CSR, Unicharm India, Nitya Chaudhary virtually. PTA of the college has been formed on 27.08.2022 for the session 2022-23. Shri Rakesh Sharma has been elected as President , Dr. J.S.Dulta, Vice-President, Sh. Vinod Gupta, Treasurer and Renu Sharma and Raksha was elected as member of the PTA. On August 13,2022 A rally by the NSS volunteers was organized at Kotkhai on the eve of Azadi ka Amrit Mahotsava. All NSS volunteers and staff taken part . Dr. R.L. Vashist, NSS Officer addressed the volunteers and staff. Fresher party was organized by the sernior students of the college on 31.08.2022. Sh. Narinder Chauhan, Theator Actor was the chief guest. Priyanshu and Kundrat reached to the position of Mr. fresher and Miss Fresher. The college team participated in HPU Inter College Group-I competititon held at RKMV Shimla. 2 NSS volunteers and Sh.Sunil Kumar Asstt. Prof. Eco. Participated in Adventure camp at ABVIMAS, Narkanada, Distt. Shimla from 12.09.2022 to 21.09.2022. Hindi Diwas was celebrated on 14th of Sept.,2022. Comptition on poster making, speech, poetry and debate and declamation contest was held in the college . Dr.Virender Singh Asstt. Prof. H.P. University Evening College was the chief guest. Anushka and Anita got first position in this competition. 24.09.2022 Cultural committee of the college organized the Constitution day in the college . Dr. Sanjeev Bragta, Asstt. Prof. Evening College, H.P. University, Shimla was the chief guest on this occasion. CSCA President welcomed the Chief guest. 4 teams have taken part in this function. Team CKalpana and Prity got first position. Talent and Hunt competition consisting Mendi Competition,</p>	

Painting and Rangoli competition was organized by the Cultural Committee of the college . All participants taken part in the competition. One Day NAAC sponsored National Seminar on National Education policy 2020: Impact and Repercussion was organized by the IQAC Cell of the college on 18.10.2022 Sh. Sunil Kumar Gupta Chairman Council for Higher Education, H.P. was the chief guest. Shri C.Chandan , Ex-Vice-Cancellor Mandi University, H.P was the chief guest in the second session. Director Hr. Education , Sh.Shiv Raman Gaur, IAS (R) was also present in the Seminar. Dr. Raj Kumar Jishtu, Principal welcomed the Chief guest and participants. R.L. Vashist, Coordinator NAAC was organizer of the Seminar. 84 participants from Delhi, Punjab, Haryana Himachal Pradesh taken part in this Seminar. Students of this college taken part in the Quiz Competition conducted by the Red Ribbon Club, RKMV Shimla on 18.10.2022. Students of this college taken part in the HPU Inter College Youth Festival Group-II held at GC Nahan on 18.10.2022. Talent Hunt Day was celebrated in the college on 22.10.2021 in which the students have participated in Rangoli, Mahandi and Painting competition. College Cricket(Boys) team participated in Inter College Cricket tournament held at GC Rampur, on 28.10.2022 to 30.10.2022. College Kabaddi(Boys) team taken part in the Inter College Kabaddi tournament held at G.C. Seema, Shimla. On 1.11.2022 A training programme on HIV/Aids was organized by the DDU, Zonal Hospital Shimla at Govt. Degree College, Seema on 26.11.2022 in which Dr. R.L. Vashist, P.O., NSS and 3 students of this college participated. 30.11.2022 A lecture on Pruning of Apple plants and its nutrition was arranged by the IQAC Cell of the college. Shri Pankaj Negi a leading farmer of the area was the chief guest on this occasion. While delivering a lecture the chief guest stressed upon to give more use of Organic farming in the apple farming and avoid the pruning as per the foreign system. Mr. Negi also submitted 4 copies of books edited by him in the Library of the college free of cost. AIDs Day was celebrated in the college on 1.12.2021 in the college by the NSS Unit. 10 NSS Volunteers and Sh. Sunil Kumar Asstt. Prof. in Economics taken part in 14 days Disaster Management programme at ABVIMAS, Narkanda, Distt. Shimla from 12.12.2022 to 25.12.2022. 7days NSS Special camp was organized in the college by the NSS Unit from 17.12.2022 to 23.12.2022. The Resource Persons from various departments were present and addressed the NSS volunteers. Dr. Rajinder Chauhan, Ex-V.C., HPU Shimla was the chief guest on the closing ceremony.

16.Academic bank of credits (ABC):

This methodology of Calculating one hour of theory or one hour of tutorial or two hours of laboratory work, per week for a duration of

<p>a semester (30-15 weeks) resulting in the award of one credit; which is awarded by a higher educational institution is followed by the institution for getting the degree from H.P. University, Shimla on Choice based credit system(CBCS)system. However we are not registered with the ABC. We may registered on this system in future.</p>
<p>17.Skill development:</p>
<p>The college is providing education in Humanities and Commerce at UG level. As per the National Education policy 2020 which emphasises on skill development of students during their main course so that they acquire additional knowledge of some skill based courses to enable them to take up skill training that will help them in securing a better livelihood. The college has proposed to start following short term certificate courses at own level from the next academic session(2022-23). 1. Data Analysis and Computer Application. 2. English Communication These courses are being taught to the existing students of the college by the existing Staff and by arranging local expertise by charging minimum fees from the students. The Certificate will be issued to by the college on completion of their BA/B.Com degree. This will be an additional advantage to the students for their future carrier.</p>
<p>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</p>
<p>Integration of art and culture of local area of this college is promoted by participating at Inter college of Himachal Pradesh University level competition organized by them. In future we will consider to take it to other state and National level.</p>
<p>19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):</p>
<p>As per the Himachal Pradesh University ,Shimla instructions and guidelines the college follow the CBCS system at UG level in Arts & Commerce. In this system the students are free to choose the subjects according to their choice. The awareness programme is also organized in the college for the students at the beginning of session as a induction session.</p>
<p>20.Distance education/online education:</p>
<p>This college is affiliated to Himachal Pradesh University Shimla and provide the off line education at UG level in Arts and Commerce. However we have provided the online education to the students during the Covid-19 through platform using google meet and whatsapp etc. The college has organized webinar on different topics during the session 2022-23 using the online platform.</p>

Extended Profile

1.Programme

1.1	B.A. & B.Com
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	73
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	206
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	12
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	11
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	27
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4. Institution

4.1	17
Total number of Classrooms and Seminar halls	
4.2	800771
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	14
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Response: The DAV Centenary College Kotkhai , Distt. Shimla is a affiliated college of the Himachal Pradesh University, Shimla and adheres to its curricular aspects. Keeping in view the objective of achieving excellence in education, the institution ensures timely preparation of academic calendar and timetable; distribution of workload, availability of adequate facilities, appointments of faculty members and assessment and review etc. For skill enhancement, discipline specific and generic elective papers are undertaken by the college. Inter-college and Intra College various co-curricular activities are planned and held through the academic session to provide exposure and experiential learning to students. Feedback from stakeholders is taken to enhance the teaching learning process. 1. Prospectus containing information regarding programmes and curriculum are uploaded on the website and printed for circulation. 2. Time table is prepared in advance before each session and is posted on the college website and in front of each classroom, enabling students to attend class right from the beginning of the academic session. 3. The Academic schedule prescribed by the

Himachal Pradesh University, Shimla is strictly adhered to. Accordingly the college prepares an academic calendar with details of activities planned for the academic session. 4. NSS regular as well as Special activities have been conducted.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://davcollegekotkhai.com/wp-content/uploads/NAAC/Prospectus%202022-23.pdf

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

Response: The DAV Centenary College, Kotkhai prepare the academic calendar based on the calendar of the H.P. University, Shimla. The same is included in the prospectus of the college and are also uploaded on the college website. The Academic schedule supplied by the H.P. University, Shimla includes various information such as dates of beginning of session date of admission, end of session; mid session breaks summer vacations, winter vacations, preparatory dates and examination dates etc. The college academic calendar include proposed guest lecture seminars/conferences/workshops, educational trips, NSS camps, House Examinations, Annual exams and other academic and other co-curricular activities for the academic session. 1. Timetable is prepared well in advance and is displayed on the notice board and one copy of the same is circulated to the faculty members which helps in monitoring the regularity of classes. Completion of syllabus , revision, internal exams, monthly tests and internal evaluation are carried out in compliance with the schedule listed in the academic calendar. 2. The performance of students is assessed continuously. Tests , assignments, presentations and practical exams are held in time bound manner. The regular meeting of the faculty is convened by the Principal to ensure the effective working.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://davcollegekotkhai.com/wp-content/uploads/NAAC/Calender%202022-23.jpg

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	C. Any 2 of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Details of participation of teachers in various bodies/activities provided as a response to the metric</td><td>View File</td></tr> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	View File	Any additional information	No File Uploaded			
File Description	Documents								
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File								
Any additional information	No File Uploaded								
1.2 - Academic Flexibility									
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented									
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented									
02									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Minutes of relevant Academic Council/ BOS meetings</td><td>View File</td></tr> <tr> <td>Institutional data in prescribed format (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Minutes of relevant Academic Council/ BOS meetings	View File	Institutional data in prescribed format (Data Template)	View File	
File Description	Documents								
Any additional information	No File Uploaded								
Minutes of relevant Academic Council/ BOS meetings	View File								
Institutional data in prescribed format (Data Template)	View File								
1.2.2 - Number of Add on /Certificate programs offered during the year									
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)									
2									

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

12

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

12

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The college takes various measures such as Gender issues, human values, climate and environment issues. Women and Sexual Harassment Cell of the college create awareness among the women staff members and female students of the college. NSS Unit of the college organizes various programmes for girls students to sensitize the students and society regarding gender sensitive issues like female foeticide etc. Grievance & Redressal Cell also take care of the rights of the students. However no complaint has been received during the session. Moral & Ethical values: The DAV College Management Committee has made it compulsory to include Dharamshiksha subject in the curriculum of the students and every student needs to study the said subject. The examination is also conducted at the end of the session by the DAV College Managing Committee, New Delhi. Through Dharamshiksha the students are provided moral values education which is essential in our country. Havan Yajna is held in the college at the beginning of the session in the college. NSS volunteers take

part in tree plantation camp, which was held on 30August,2022morethan 100 plants were planted. HIV/AIDs day was celebrated on 1.12.2022 in collaboration with the FRU, Kotkhai in the college.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://davcollegekotkhai.com/wp-content/uploads/Ashish/Student%20Satisfaction%20Survey%202022-23.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

540

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats))

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

34

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

At the time of admission of new comers in the college i.e. at the entry level class 10+2 marks are taken as the initial indicator of student learning ability. In the subsequent year decision is taken on this indicator on the basis of academic performance, discussions and internal examination evaluation. Various measure are then taken according to the needs of students different level of competence. Steps taken for slow learners : Teachers also coordinate with parents of slow learners so that solution can be find out. As far as the academic problems are concerned these problems are usually addressed in the classes and sometime extra assignments are also given to these students and their performance are evaluated accordingly. Teacher always give more attentions to these students in and outside the class. . Steps taken for advanced learners: Advanced learners are motivated for advanced reading in their concerned subject by the concerned teachers . These students are also motivated to write article for the college magazine and also to undertake editorial work meritorious students on the basis of academic performance are also nominated to the College Students Central Association.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
73	10

File Description	Documents
Any additional information	View File

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

DAV College Kotkhai aims to develop its students as tomorrows citizens of the country. In this process the college tries to provide every possible help to accelerate and strengthen the learning process. We usually adopt following students centric mechanism in the college to make education process student centric: Students are provided with internet facility in the Library as well as Computer room to maintain the pace of the fast changing information technology in the era. Students are also given knowledge of computer during their pre classes in the computer room. Student learners are identified and extra guidance is provided these students by the concerned teachers. College organizes lectures of eminent resource persons on issues such as gender equality environment awareness and sanitation inculcate values system in the students. Carrier guidance Cell of the college provide possible help and guidance to the students regarding career opportunities. Students are also encouraged to contribute to the college magazine "Giri Ganga" inorder to increase their writing skill.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

DAV Centenary College Kotkhai uses the latest ICT tools to enhance teaching learning process and to make learning more interesting and effective. The college has around 14 desk top and 7 Smart board at present and in this session we are process is on to add 30 more computer, Lap tops, Photostat machines, IT servers, Digital notice board, Mini Generator, Mike system in Seminar Hall and CCTV system, etc., Class Rooms, Computer Laboratory will be equipped with projector and wi fi facility inorder to provide internet facility to teachers for effective teaching. Xerox are also available in the Library and office. Line fibre connection with around 40 access points has been installed in the campus to provide easy internet access to the faculty members, students and office. Teachers made a swift transition from class room to online teaching during the lockdown due to COID-19 pandemic. Platforms such as Zoom, Google meet etc. were used to create virtual classrooms. The college also uses social media platforms like Whatsapp with the students beyond the class rooms for having extra information and support to student. The college website is usually updated in order to given update information to the students. Construction of new Computer Lab, Seminar hall and Multipurpose hall is expected to complete very soon with the funds to be provided by the RUSA.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://photos.google.com/share/AF1QipPz5g6Lrv02CzRDN5OHEWCBWXyhj5nrVIoo0mcrAmtbkiPnv7g1n5U1n-oTaLDdXA?key=S1NvUzlNeFMtSVRIZUtSUDdKdEVEUVRXU3Z3cjdR

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

2.3.3.1 - Number of mentors

73

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

11

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

05

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

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

2.4.3.1 - Total experience of full-time teachers

32

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

DAV Centenary College Kotkhai is a affiliated college of the Himachal Pradesh University, Shimla and is guided by the regulations formulated at University level in all the matter relating to syllabi, examination and evaluation. The college has a transparent and continuous internal assessment system. 30 % marks in each paper are awarded through internal assessment whereas the remaining 70% marks are awarded by the University appointed examiners on the basis of performance in year end examination. The internal assessment is carried out through mechanism specified by the H.P. University, Shimla in which 5% of the marks awarded on the basis of attendance. 5% marks are awarded on the basis of class test conducted by the concerned teachers for which students are informed well in advance. 10% marks are awarded on the basis of assignment and presentation etc. Rest of the 10% marks are awarded on the basis of house/term examination conducted by the college. Students are informed well in advance about the criteria of assessment and continuous evaluation at the beginning of the session and also retreated by the faculty from time to time during the regular classes. The attendance and internal assessment record are well maintained by the college and performance of the students in the class test as well as house examination is also communicated to the parents through post and telephonically.

File Description	Documents
Any additional information	View File
Link for additional information	https://nexams.hpushimla.in/(S/ngngbzatjgrtg5itqhumlckk))/LoginPage.aspx

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

Response: The DAV Centenary College, Kotkhai has effective mechanism to ensure that the process of continuous process is transparent efficient and in the best interest of the student. The college established a students grievance redressal cell which helps to handle the complaints of the students. However the college has developed such atmosphere where students grievances are minimum. The teachers are always open minded to modify the marks of the students in internal evaluation if such grievances has been submitted by the students. For grievances at University examination level, the Himachal Pradesh University, Shimla has separate mechanism of grievance redressal forum. If any grievance is received from the students regarding external examination the same is forwarded to the Himachal Pradesh University for further action. Attendance records, Answer scripts of Internal class test assignment marks are submitted by the teachers in the office. Students are given also enough time to claim concession in attendance on medical ground and for participation in extra co-curricular activities. Final internal assessment is sent to the University only after every teacher sign the record.

File Description	Documents
Any additional information	View File
Link for additional information	https://davcollegekotkhai.com/grievances-and-redressal/

2.6 - Student Performance and Learning Outcomes

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

The programme outcome having a broad spectrum of knowledge , skills and abilities that students acquire during graduation course. DAV Centenary College, Kotkhai offer UG programmes in Arts & Commerce. The specific learning outcome of the courses are built into the curriculum of each discipline and are also available in the college website. The college has clearly defined its vision, mission and objectives. The college is committed to achieve its goal and is determine to produce versatile learner with knowledge, skill and values. The learning out comes is discuss by the principal at the begging of the academic year in the programmes like principal address to the fresher in the Havan ceremony. Staff members are also aware of these learning outcomes and they plan their teaching plan accordingly. The college has its functional website and Annual college Magazine Giri Ganga, Annual report of the college and

prospectus these records an important role in exhibiting the features of our college. We in our college try our level best to empower students to become good citizen of the country and future teachers, entrepreneurs, and administrator with motivation. Students are also provided opportunities to interact with Alumni and senior students of the college to learn about the experiences and carrier paths.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://davcollegekotkhai.com/wp-content/uploads/NAAC/Prospectus%202022-23.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The college has a transparent and continuous internal assessment system. 30 % marks in each paper are awarded through internal assessment whereas the remaining 70% marks are awarded by the University appointed examiners on the basis of performance in year end examination. The internal assessment is carried out through mechanism specified by the H.P. University, Shimla in which 5% of the marks awarded on the basis of attendance.5% marks are awarded on the basis of class test conducted by the concerned teachers for which students are informed well in advance. 10% marks are awarded on the basis of assignment and presentation etc. Rest of the 10% marks are awarded on the basis of house/term examination conducted by the college. On the basis of these guidelines faculty evaluate students on a continuous basis and providing a opportunities to students improve their performance. Individual assignments are given to students and are encouraged to give presentation on the topic assigned to them. Some curricula involve in the conduct of practical examination and viva-voce is a part of the process of evaluation of these courses.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://davcollegekotkhai.com/

2.6.3 - Pass percentage of Students during the year	
2.6.3.1 - Total number of final year students who passed the university examination during the year	
11	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil
2.7 - Student Satisfaction Survey	
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)	
https://davcollegekotkhai.com/wp-content/uploads/Ashish/Student%20Satisfaction%20Survey%202022-23.pdf	
RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

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

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

0

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

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

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

04

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

DAV Centenary College, Kotkhai provides an environment for the holistic development of the students . The Extension activities i.e. conducted in the college inculcate a sense of communal responsibility and sensitize our students towards important social issues and causes. The NSS unit and Women Empowerment Cell organized various social outreach programmes inorder to facilitate the students with the concept and practice of social responsibilities of the students some extension activities organized are as under. Health awareness programme Cleanliness drive Environmental awareness drive Workshop on organic farming & Horticulture based knowledge, Development of natural water resources Meditation /Yoga programme etc Tree Plantation camp and participation of students in disaster management camp.

File Description	Documents
Paste link for additional information	https://davcollegekotkhai.com/gallery/
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year	
3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded
3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year	
3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year	
07	
File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File
3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year	
3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year	
73	

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

0

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

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

DAV Centenary College, Kotkhai has sufficient infrastructure and facilities that contribute to the academic growth of students and faculty. The college offers undergraduate programme in Arts & Commerce. There are 14 class rooms 7 on ground floor and 7 on second floor. There is one computer Lab in the college. The college has around 14 desk top and 7 Smart board at present and in this session we are going to add 30 more computer, Lap tops, Photostat machines, IT servers, Digital notice board, Mini Generator, Mike system in Seminar Hall and CCTV system, etc, Class Rooms, Computer Laboratory will be equipped with projector and wi fi facility in order to provide internet facility to teachers for effective teaching. Zerox are also available in the Library and office. Line fibre connection with around 40 access points has been installed in the campus to provide easy internet access to the faculty members, students and office. The Library has 2215 text books, 3492 reference books and 2 journals . The Library is equipped with Soul software 2.0 version limited edition . Photocopy facilities are also available in the office for the students and staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://davcollegekotkhai.com/#

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

Sports department is one of the important department of the college which plays vital role in the overall development of the college . The college administration is very keen in promoting sports facilities. The following out door facilities are available in the college. Volley ball ground, Badminton court, Kabaddi Ground ,Kho-Kho Ground, Disc. Throw, Javelin throw, Long Jump, Triple Jump ,Shot put, Indoor games facilities , Chess and table tennis and Carom.

DAV Centenary College, Kotkhai has a sports ground measuring 80 x 40 meter with space for stage on the Annual sports day various sports events and completion for students and faculty is held. The college has one volley ball court 18x9 meter, an door space for table tennis etc.Standard quality and safe sports equipments are provided to prevent sports related injuries. The college is going to add

gymnasium and sports equipment's during this session to provide better sports facilities to the students . The college has functional Cultural Activities Committee which take care of the arrangement of cultural activities in the college. . The college has one open stage in the sports ground for practice and performance and one indoor stage to practice in the Multipurpose hall.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://davcollegekotkhai.com/gallery/

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

01

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://photos.google.com/share/AF1QipPz5g6Lrv02CzRDN5OHEWCBWXyhj5nrVIoo0mcrAmtbkiPnv7q1n5U1n-oTaLDdXA?key=S1NvUzlNeFMtSVRIZUtSUDdKdEVEUVRXU3Z3cjdR
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

147463

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

We are using SOUL software with 2.0 limited edition in the library and our library is partially automated. This software was installed in our library during 2015-16. We are using the software for cataloguing and also for maintaining library records such as reference, text and general books. This software with limited edition can be used to store around fifty thousand books of the library. This software is adequate for our requirements of library. This software facilitates OPAC facility online to the users such as teachers and students. We have maintained all records in the library by using the software and our record is up-to-date now.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://davcollegekotkhai.com/library/

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

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

23369

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

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

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

25 teachers 73 students

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

For updating available IT Infrastructure of the college , the college has appointed Computer Teacher who is teaching computer subject in Commerce stream as well as taking Computer Classes for the other students of our college also engaged for updating and repairing the all available IT infrastructure of the college. In addition to that the college also hire the services of local Service Provider for this purpose. Some time the college also take the service of Computer Care Centre Shimla. All the details regarding updating IT facilities are being uploaded with the documents attached

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://photos.google.com/share/AF1QipPz5g6Lrv02CzRDN5OHEWCBWXyhj5nrVIoo0mcrAmtbkiPnv7g1n5U1n-oTaLDdXA?key=S1NvUzlNeFMtSVRIZUtSUDdKdEVEUVRXU3Z3cjdR

4.3.2 - Number of Computers

14

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

147463

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Library Procedure : The Library Committee is constituted in the institution. Books are purchased as per budget allocated. Recommendations by the teachers in different subjects are invited by the Librarian. The SOUL 2.0 is used by the Library for its automation. Periodicals including Journal and magazines are subscribed by the Library every year. Three to four daily newspapers are subscribed by the Library. Books are issued to the students for a 15 days period after which they are required to reissue the books.

The college has a well equipped Computer lab keeping in view the budget and need. The computers are purchased using a quotation system. Students and faculty are allowed to make use of computers, whenever they desire during the college hours.

Sports College has a Sports Committee to monitor and drive the sports curriculum activities. The Sports Committee purchases the sports equipment as per the need of the activity. Sports meets is conducted every year.

College Class Rooms: College has sufficient classrooms to carry the academic activity in the college. The classrooms are equipped with Smart Boards. The teachers of college make use of these Smart Boards in teaching activities offline.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://photos.google.com/share/AF1QipPz5g6Lrv02CzRDN5OHEWCBWXyhj5nrVIoo0mcrAmtbkiPnv7g1n5U1n-oTaLDdXA?key=S1NvUzlNeFMtSVRIZUtSUDdKdEVEUVRXU3Z3cjdR

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

11

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

4

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

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

D. 1 of the above

File Description	Documents
Link to institutional website	https://davcollegekotkhai.com/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

73

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

73

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

01

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

05

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File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

The college has constituted CSCA as per the HP University, Shimla , act 1970 under section 12-C(7) (detail attached). The college has constituted College Students Central Association . as per the recommendation of lyngdoh Committee every year and President, Vice-President, Gen. Secretary , Joint Secretary are nominated every year . The Student Council play a vital role as a mediator between college administration and students. They are also involved to suggest various co-curricular, extracurricular activities and welfare programme for the students and to suggest social and cultural programmes., Sometime this association is also involved to discuss and sole the issues raised by the students. The members of students Union also provide active assistance and guidance to the new candidates and their parents during the admission each year. These union also organize fresher party as well as farewell party every year. Besides representation in CSCA , the students also represent in various committees/bodies of the college in order to contribute in fulfilling administrative responsibilities. Participation in curricular and extracurricular activities. Students are actively involved in various activities of the college .Students are nominated decision making bodies/ Committees of the college like LMC, RUSA committee, PTA ,IQAC and other committees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

09

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

DAV Centenary College, Kotkhai is committed to strengthen its tie with the former students. For this purpose the college has formed DAV College Kotkhai Alumni Association with 40 old students of our college on its roll. The members of the Alumni also participated in webinar that was hosted by the college on local economic issues such as horticulture productivity like apple production and apple harvesting production and marketing. In the coming session we are hopeful that the Alumni Association of this college will significantly contribute with financial and non-financial resources for the development and upliftment of the college and also help the students of this college on academic and nonacademic activities. The registration for Alumni Association is open for old students of this college.

File Description	Documents
Paste link for additional information	https://davcollegekotkhai.com/wp-content/uploads/Ashish/09%20list%20of%20alumni.pdf
Upload any additional information	View File

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

A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The DAV College Managing Committee Trust and Society , New Delhi is a non-government organization in the field of education is managed by galaxy of luminaries from diverse fields who are committed to the philosophy of Arya Samaj and ideals of Swami Dayanand Saraswati.

Mission : DAV Centenary College, Kotkhai as one of the small seat of learning serving the cause of higher education with a mission to reach out to the students coming from far flung areas and diverse backgrounds. With the qualified, dedicated and competent faculty members strive to mould the students with higher skill lifelong learning skills and groom them into responsible and good citizens. In order to achieve our mission we endeavour to impart dialogic and participatory education to encourage critical temper with the help of class room lectures and modern curriculum.

The college adopted use of ICT in academic development as well as administration which is result into effective implementation of curriculum, effective learning out come and smooth functioning of the college office and administration. Upgrading digital resource facilities. Upgrading class rooms for teaching and learning Completion of 7 new class rooms, Seminar hall, Computer Lab, Library and Multi-purpose hall for advance teaching and learning

File Description	Documents
Paste link for additional information	https://davcmc.net.in/3E3A9DC6-2996-467E-8CD0-9E8A096AFCA5/CMS/Page/HEAD-OFFICE
Upload any additional information	No File Uploaded

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

The college has hierarchy of top management i.e. DAV College Management Committee Trust and Society New Delhi followed by local Managing Committee, Principal and Office. The Top management has provided full autonomy to the principal to govern the college. The Principal give full autonomy to the conveners of various committees to organize curricular, co-curricular and extracurricular activities

in accordance with the calendar of the college. The college ensure to promote the culture of participative management. All stakeholders of the college have chances to be a part of management system. Three teachers and one non-teaching staff and one student representative are being nominated as a member to the local management committee as per the ordinance of the Himachal Pradesh University, Shimla. The IQAC of the college is headed by principal, one senior teacher is nominated as Co-ordinator and 4 to 5 teachers, one representative of non-teaching staff, two students representatives and representative of parents and Alumni are also nominated in the IQAC of the college. The students and parents can contribute their share in the development of the college by giving suggestions in the Parents Teachers meeting .

File Description	Documents
Paste link for additional information	https://davcmc.net.in/3E3A9DC6-2996-467E-8CD0-9E8A096AFCA5/CMS/Page/HEAD-OFFICE
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college a perspective plan for the development of its campus. The following steps have been taken for the overall development of the college: As we know that the importance of infrastructure facility to achieve quality in education has major importance. The college give priority for the development of infrastructure facility in perspective plan. As the college has received 2 crore out of Rs.4 Crore under RUSA scheme from MHRD, New Delhi for the development of infrastructure facility in the college. In this process the construction of 36 bedded girls hostel is near completion with special provision for disabled students on the ground floor. The college has constructed new well equipped separate Library building having 2 floors is also near completion. The renovation of old buildings work has also been completed with 7 new class rooms, one Seminar Hall and One Multipurpose hall. The construction of new Computer Lab with new 30 computers will be completed soon in this session. The college library is computerised with 2.0 Library soul software. FTTH communication facility is available in the college for staff, office and students.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://photos.google.com/share/AF1QipPz5g6Lrv02CzRDN5OHEWCBWXyhj5nrVIoo0mcrAmtbkiPnv7g1n5U1n-oTaLDdXA?key=S1NvUzlNeFMtSVRIZUtSUDdKdEVEUVRXU3Z3cjdR
Upload any additional information	No File Uploaded

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

The DAV College Managing Committee is running more than 950 institutions in the country. Guided by the missionary zeal and visionary approach of its founding fathers, the college is constantly evolving, improving and updating itself to be one-up against the challenges of a shifting changing world environment with globalization and advancements in the social, technological, economic and political landscapes. It becomes imperative for us to acquire new ways of thinking and new concepts and perceiving regality.

The internal quality Assurance Cell also collaborate with the Principal in ensuring quality teaching and learning environment in the college campus. Under the administrative setup the Principal, as the chief administrative of the college supervises and manage the over all functioning of the college.

The staff committees administer decision related to academics, admissions, time table, purchases and maintenance, discipline, co-curricular activities of the college.

Library is headed by the Librarian who is supervises by the Library Attendant and the Library Committee in upgrading the academic resources and other facility in the Library.

LMC of the college has been constituted as per norms of the affiliating university and is functional

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://davcollegekotkhai.com/wp-content/uploads/Ashish/08%20Faculty%20and%20Staff%20Details.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

DAV Centenary College, Kotkhai implement self policies that support the welfare of the teaching and non teaching staff of the college.

Contributory Provident Fund to staff i.e. 10% of basic and DA is contributed by the Management Committee.

Gratuity as per the H.P. Government norms is also given to the employees by the Management Committee.

Leave encashment as per the rules of Himachal Pradesh University, Shimla.

Housing loan to the staff guaranteed by the college. Personal and other loans by the staff guaranteed by the college.

Thrift and Credit Society also running in this college for the welfare of its employee in order to provide financial assistance to the staff at a reasonable rate of interest. It helps the employees for their contingencies needs.

A dedicated reading room equipped with internet enabled computer facility is also in the Library inorder to access e-resources.

File Description	Documents
Paste link for additional information	http://110.172.140.73:83/Login/Login
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

1

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

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

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

03

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

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

Appraisal for the Teaching staff:

ACR proforme for every academic year is filled by the concerned teacher with all details relating to research and academic contribution, administrative support, contribution in extra co-curricular activities and other necessary information is submitted

to the Principal. The report is prepared by the Principal on the basis of ACR of the concerned teacher and same iEducation, Govt. of Himachal Pradesh at the time of DPC of the faculty members for the next higher scale/grade.

Appraisal for the Non teaching staff:

The non teaching staff at DAV Centenary College, Kotkhai comprises a diverse support staff which functions as the backbone of the college ;. This include Clericle staff, Library staff and supporting staff : The non teaching staff submit the Annual Confidential Report every year to the Principal. The ACR of non teaching staff after completion of self appraisal is sent to the DAV College Managing Committee for record.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Response: The DAV Centenary College, Kotkhai is conduct audit of the books of college accounts every financial year. For this purpose a qualified Chartered Accountant has been appointed with prior approval of the DAV College Managing Committee, New Delhi. The Chartered Accountant thoroughly audits the finance related documents for all transaction. It is an audit of balance sheet , receipt and payment account and Income and Expenditure account. As far as the external audit is concerned it is conducted by the Directorate of Higher Education, Govt. of Himachal Pradesh and Controller and Auditor General of India. Objections and questions of any kind during the audit are or addressed by representing relevant information and documents to the auditors.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

3479302

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

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

DAV Centenary College, Kotkhai receive 95% Grant in aid against salary component from the Himachal Pradesh Government and 5% is met by the DAV College Managing Committee. Funds are also generated from students funds.

Apart from the above the resources the funds are also mobilised from Himachal Pradesh University, Shimla for regular & Special activities for social service and from Red Ribbon Club, Shimla for extending awareness activities related to AIDs etc.

Funds are also received for Scholarships and Sports activities from the local doners.

Funds are also received from the Shri Chetna Social Welfare society, Kotkhai for active participation of students in sanitation , environment and health related awareness activities.

Funds received from students as fee and other charges Rs. 4 Crore sanctioned by the MHRD (RUSA) for infrastructure development

File Description	Documents
Paste link for additional information	https://davcollegekotkhai.com/about-us/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The college has established a IQAC as a post accreditation measure inorder to improve quality and sustenance. The IQAC contributes to achieve quality in education in the following ways. Academic and administrative matters: The IQAC initiated academic and administrative matters to take account teaching learning process in all discipline. The Internal Academic audit is conducted by head of Institution in consultation with academic convener of the college inorder to fulfil quality assurance. The Academic convener access the documents related to following.

a) Selection of courses to be taught during the year.

b) Timely preparation and distribution of time table.

c) Compliance of decision related to curriculum delivery

d) Teaching methodology and use of ICT facility etc. As per the NAAC guidelines the Co-ordinator IQAC in consultation with the faculty and administration prepare Annual Quality Assurance Report every year. This report helps to prepare SWOT analyses of the college. The IQAC also reviews the existing programmes running in the college and also suggest introduction to new courses/subjects in the college. It also collect feedback from the stakeholders and also suggests the ways for improvement to the administration. It motivates teachers to be update with the latest trained in teaching learning process.

File Description	Documents
Paste link for additional information	https://davcollegekotkhai.com/iqac/
Upload any additional information	View File

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

Two institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are: (I) Academic Review (II) Implementation of ICT and Experiential Learning Academic Review The Teaching learning review includes institutional parameters of planning, execution and record-keeping of teaching practices,

curricular, and co- curricular activities. All the faculty members in the college abide by the institutional norms initiated by the IQAC and principal such as: timely submission of workload requirement for forthcoming session; timely distribution of time table among faculty; academic and extracurricular work delegation within the faculty; use of ICT in teaching practices . Review of learning outcome takes place by evaluating students' interactions in classroom, participation in extracurricular activities, and their performance in internal assessment and annual examination. Every faculty member discuss students' academic performance inthe meeting. The Academic Committee also reviews and regulates the practices of evaluation of students (conducted through internal assessments like tests, assignments, presentations, and projects).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://davcollegekotkhai.com/iqac/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

DAV Centenary College Kotkhai sensitises the staff and students for gender equity based challenges and concerns. The Women Development Cell/Women Sexual Harassment Cell frequently sensitise the staff and students with the collaboration of Shri Chetna Social Society Kotkhai in which the Director of the society Mrs. Aruna Verma has played a significant role in this college as well as in the area of Kotkhai. The college organizes lectures on gender equity for the students and staff of our college frequently. As far as the availability of facilities and provisions for safety and well being of women is concerned the following facilities have been provided;

1. Separate common room for female students alongwith necessary facilities.
2. CCTV cameras have been installed in the campus for continuous surveillance of the campus and increasing security in the college.
3. The college has internal complaint committee against sexual harassment as per guidelines of MHRD, Govt. of India.
4. The college has also constituted Anti Ragging committee, Discipline Committee and Advisory Committee to ensure safety and protection of the interest of the students.

File Description	Documents
Annual gender sensitization action plan	https://davcollegekotkhai.com/#
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://davcollegekotkhai.com/#

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The college is committed to provide neat and clean environment in the campus. The garbage of the institution is collected in dustbins and segregated into degradable and non degradable plastic elements is further handed over to the NGO namely Shri Chetna Welfare society Kotkhai for further process. The proper out let of waste water has been ensured by making proper flow of the waste water into the sock pit. Tree plantation activities are also performed every year to maintain pollution free environment. The Block Development Officer of the area has taken serious view of the environment and held a meeting with the people of Bag Domehar Panchayat in which it was decided to collect the garbage from door to door on 3rd day of every week. With the current session a boy has been engaged for collection of garbage from the college and put the same at the garbage collection centre at Kotkhai to make the environment pollution free.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	nil
Any other relevant information	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for

C. Any 2 of the above

greening the campus are as follows:	
1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of	D. Any 1 of the above
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reading material, screen	reading
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).	
<p>DAV Cenenary College, Kotkhai has implemented several measures for providing equal opportunities for the students: It strictly follows the reservation policy of the Govt. of India/State Govt. for admission of students. It also provide fee concession to the students belonging to low socio economic background. The college also promote scholarship schemes to the students as provided by the Govt. of India, State Govt. and local donors to facilitate access to financial assistance to students. The staff members of the college also provide financial help to the students inform of paying their dues/fees in case of very low socio economic background needy students.</p>	
File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded
7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens	
<p>DAV Centenary College, Kotkhai orgasizes various activities inorder to strengthen values and responsibilities system among students. The National Service Scheme of the college organizes programmes and activities to inculcate values and petriotisum among students of the college. The NSS unit also deceminate informations and provide</p>	

awareness to the volunteers regarding traffic rules and regulations. In order to promote sustainable environment NSS unit also organize Swach Bharat Campaign to volunteers. Tree Plantation drives is conducted every year . This year a tree plantation camp was held on 30th of July,2022 and the SDM Kotkhai was the chief guest . The NSS volunteers planted more than 100 plants of deodar tree. Various campaigns regarding safe practice such water conservation clealiness , anti pollution compaign also takes a special attention during Special Camping of the NSS Unit. In order to promote democratic rights the college facilitates and conduct Students Unions election every year for the students ,so that the student have a space/plat form to raise their problem

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

DAV Centenary College Kotkhai celebrate various days inorder to inculcate values and responsibilities, to give inspiration for petriotic spirits and to foster unity among students and staff. Independence day is celebrated in the college on 15th of August and flag is hoisted in the campus. Hindi diwas is celebrated on 14th Sept. every year inorder to celebrate the option of Hindi as a official language in the Country. NSS Day is also celebrated by the NSS unit of the college in which the volunteers are make familier with the history and activities of the NSS . The Teachers Day is also celebrated on 5th of Sept., every year inorder to recognize the contribution of teachers in the formation of good and responsible citizen of the country. The NSS volunteers also actively participate in cleanliness and senitization activities under the Swach Bharat Abhiyan. The NSS volunteers planted more than 100 trees in the college campus on 30th of July,2022 and the SDM Kotkhai was the chief guest. 12 students of this college has attended desaster management campu at Narkanda and 4 students has attended AIDs camp and Government College, Seema Rohru.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1. Appointment of all qualified teaching staff.
2. Introduction of 2 skill based certificate courses.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

1. The Himachal Pradesh Government has not conveyed the permission to fill up the vacant posts of teaching staff covered under 95% Grant in aid. However the institution has made the appointment of qualified Teaching faculty during the 2022-23 after replacing the Part-time teachers.

2. It was directed by the NAAC to give importance to start Short-term certificate Courses in the college to increase the student strength. The matter was discussed in the Local Management Committee meeting of the college at New Delhi in which it was decided that the college must start at least 2 short term certificate Courses in the college with immediate effect. The college has started Certificate Course in Computer Learning and English Spoken w.e.f. from 2022-23

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Take up the case with the Himachal Pradesh Government for grant of permission to fill up vacant posts in the college.

2. Take up the case with the Himachal Pradesh Government regarding release of pending RUSA funds so that the pending project is completed well in time.