

**Government Degree College Kaffota**  
**District Sirmaur, Himachal Pradesh**  
*Ranking of Government Colleges in HP*

**Criterion 4 Institutional Management**

**Key Indicator 4.1 Institutional Vision**

**Metric 4.1.ii Institutional Development Plan (IDP)**



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# Introduction

Government Degree College, Kaffota serves as a beacon of hope for students, especially young women from underprivileged backgrounds. Established in 2016, this coeducational institution offers comprehensive programs in arts and commerce, promoting critical thinking, creativity, and practical skills for diverse career paths.

Dedicated faculty members provide engaging lectures and mentorship, while a variety of clubs, NSS unit cater to students' interests in literature, culture, and sports. More than just an educational institution, our college fosters a nurturing community that empowers students with a strong academic foundation and a vibrant extracurricular life, preparing them for success in all areas of life.

## NAAC Accreditation Criteria-wise Development Goals

### Development Goals - Criteria 1: Curricular Aspects

#### i. Starting of new Post Graduate Courses in the College

The college envisions starting of Post Graduate courses in certain subjects of interest of large number of students in and around Kaffota so that higher education after graduation does not witness a dropout especially for the poor but meritorious ones who will receive post-graduation education at doorstep. The college proposes to start Master of Arts (M.A.) in Political Science, Hindi and History after seeking prior approval of the Government of Himachal Pradesh.

#### ii. Starting Add-on Certificate Courses with 50% Student Enrolment Target

Paonta Sahib being an industrial area, makes it indispensable for students to sharpen their job-oriented skills. Hence the college plans to run certain add-on certificate courses particularly in computers, training in financial accounting software, communicative skills, etc. The target would be to make 50% of total college enrolment skilled.

#### iii. Online Curriculum Feedback

The college considers feedback as a significant tool to remove the shortcomings in the curriculum being taught. Hence the college looks forward to designing of such online feedback forms to collect from stakeholders and provide an upper edge to the students of Government Degree College, Kaffota over others. A google form with a well-researched questionnaire shall be structured and shared with the stake holders.

## **Development Goals - Criteria 2: Teaching- Learning and Evaluation**

### **i. Identification of Learning Levels of Students**

Our college plans to enhance its imparting of quality education by focusing on students as per their learning levels and requirements. This plan is to conduct objective multiple-choice-questions-based test in their respective courses and then identify the levels of learning. This will help the teachers to restructure the teaching methods accordingly and effectively both in and outside class.

### **ii. Preparation and Dissemination of Programme and Course Outcomes**

The college shall continue to improvise on the outcomes of programmes and courses so that multidimensional results are achieved in the intellectual and holistic growth of the students. The college plans to make each and every student comprehend the parameters which he/she should imbibe by the completion of the course.

### **iii. Encouraging Student-Centric Teaching-Learning Process**

There shall be encouragement to the use of student-centric teaching learning methods, such as experiential learning, blended learning participative learning, and problem-solving methodologies for enhancing learning experiences of the students. The college plans to conduct various workshops, role-play methodologies such as moot parliament, seminars, groups discussions, etc. on various themes and topics.

### **iv. Developing Transparency in the Internal Assessment Mechanism**

The college has always been transparent and judicious in awarding assessment marks to the students. This mechanism shall be strengthened further with sharing the marks and criteria after granting all chances to improve the performance by the students. The college plans to share all the lists of assessment evaluation on class and notice boards and get the list of awards signed by the students.

### **v. Examination-related Grievance Redressal Mechanism**

Developing strong and effective mechanism for redressal of grievances related to internal/external examinations is mandatory. Hence the college plans to have a committee for redressal of such grievances which shall develop a route so that exact cause of the grievance is identified and hence resolved in a transparent, time-bound and efficient manner.

### **vi. Improvement of Academic Results**

The college plans to get better academic results by introducing the learning level tests for students other than internal examinations and assignments as quality initiative. The

access to e-resources, increase in the library timings etc. shall improve academic results.

**vii. Strengthening Mentor-Mentee System**

The college has Developmentally planned to organise student counselling through mentors and plans to divide the students into groups of 35 to 45 under each mentor with each group having students from different classes and subjects.

**viii. Conducting Annual Student Satisfaction Survey**

The college plans to conduct annual student satisfaction survey to evaluate student satisfaction effectively through a google form for their feedback. The analysis of the survey data shall help the college to formulate introduction of new and better facilities for students; also to identify, address and resolve their common problems.

**Development Goals - Criteria 3: Research, Innovations and Extension**

**i. Promotion of Research Culture in the Institution**

The institution shall conduct seminars and conferences at regional, state, and national levels to provide exposure to students as well as faculty to promote research culture. The institution shall explore funding opportunities for projects, seminars, workshops for research promotion. The research infrastructure shall be upgraded and strengthened by providing hi-tech ICT facilities, research data analysis software, e-resources, etc.

**ii. Starting of NCC Unit in the College**

College plans to take up the process of starting of NCC Unit of both girls and boys with NCC Central office.

**iii. Encouraging Extension Activities**

The extension activities shall involve the community of the area. Visits of members of various clubs and societies to nearby areas especially slums and rural areas to create awareness, organise cleanliness drives etc. shall be organised.

**iv. Establishing Collaborations with Industries and Other Institutions**

The collaborations with industries and other institutions shall be established and memorandums of understanding shall be signed with them. Different activities such as expert talks on latest technology and skills by industry personnel, industrial visits of students, academia-industry interactive seminars, CSR initiatives financial grants to be invested in the college for both infrastructure and teaching-learning shall be emphasised.

## **Development Goals - Criteria 4: Infrastructure and Learning Resources**

### **i. Acquisition of Own Building:**

The Government of Himachal Pradesh has sanctioned and allocated the budget for construction of building of the college and the construction work has started. The college shall follow-up the construction work and get it done well in time by the year 2022.

### **ii. Furniture**

The college requires furniture in College Office, Library, Staff Room, Faculty Rooms and ICT Lab for conducive environment for both academic and administrative work. The college shall take up the matter with the Directorate of Higher Education, Shimla, Himachal Pradesh.

### **iii. Campus Beautification:**

The college plans to focus on enhancing green spaces through tree planting and landscaping, improving infrastructure with well-maintained pathways, seating areas, and promoting cleanliness with waste management initiatives. The Campus Beautification committee shall do the needful for plantations, maintenance, development and shaping of plants, undergrowth, and trees in the campus.

### **iv. Sufficient Signboards in the campus**

The college shall fix the layout map of the college campus, along with appropriate signboards for the information and convenience of students and visitors.

### **v. Solar Lights in the campus**

The college shall install solar lights in college campus as it is environment friendly and green energy source.

### **vi. Separate Canteen Block**

The college plans to have separate canteen block in the college to cater the dining needs and enhance campus amenities. The college shall take up the matter of sanction with the Government of Himachal Pradesh.

### **vii. Naming of Building Blocks and other Physical Infrastructure**

The college shall name the students corner, library, various blocks and other college infrastructure after great men of the soil.

**viii. Setting up of an Indoor Gymnasium**

The college shall establish indoor gym for physical fitness of students and players.

**ix. More books and Journals for the Library**

The college plans to update the library with latest publications in all courses alongwith subscriptions for journals online and offline both. The book bank scheme shall be made functional for providing textbooks to the students for the entire academic session.

**x. E-Resources Centre in the Library**

The college shall purchase more of computers for e-resource centre in the library. Subscription of inflibnet and other e-resources shall be purchased for the institution.

**xi. Smart Classrooms**

The college shall make 100% classrooms and seminar halls ICT enabled and encourage the teachers and students to use ICT teaching aids extensively.

**xii. Setting up of IT Labs**

The college shall setup the IT lab by purchasing new computers. The required physical infrastructure including air conditioning system, furniture, inverter, online UPS etc. shall also be set up to make a hi-tech lab.

**xiii. Internet Least Line with appropriate Bandwidth**

The college shall subscribe to internet lease line with appropriate bandwidth and set up campus wide local area networking as per the needs of ICT facilities in the college in the near future.

**xiv. Maintenance of College Infrastructure, Whitewashing of Building etc.**

The college shall regularly get the college building repaired and whitewashed through authorised government agency HPPWD to maintain the infrastructure.

**Development Goals - Criteria 5: Student Support and Progression**

**i. Capacity Building and Skill Enhancement Initiatives**

The college shall conduct seminars, workshops, trainings and lectures on soft skills, language and communication skills, life skills including Yoga, physical fitness, health and hygiene, and ICT & Computing skills.



**ii. Coaching for Ground Test for Army/Police/Forest Positions**

Keeping in view the interest of students to join army, police and forest department, the college shall coach the students in the college ground free of cost for ground/physical test by engaging an expert trainer.

**iii. Coaching for Competitive Examinations**

The college shall also provide free coaching for various competitive examinations advertised by the state as well as Union Public Service Commission and sub-ordinate service boards also by faculty of the college.

**iv. Organising Rojgar Mela**

Our college shall organise rojgar mela for placement of students in industries of their choice.

**v. Developing Mechanism for Tracking Student Progression**

The college shall utilise the potential of social media in tracking student progression by making WhatsApp group and Facebook. The college shall give thrust to organising of alumni meets, alumni-student interactions, alumni engagement as invited speakers and their active participation in college functions.

**vi. Encouraging participation in Sports and Cultural Competitions**

The college has always and shall in near future encourage participation in sports and cultural competitions by strengthening the existing infrastructure. The college shall also organise more of intra-college competitions in both fields to provide larger number of students a chance to display their talent.

**Development Goals - Criteria 6: Governance, Leadership and Management**

**i. Use and Implementation of E-Governance Initiatives of Government**

The college shall put into use all the e-governance initiatives of the government relevant to the college such as salary and pension disbursement through Himkosh portal, scholarship disbursement through National Scholarship portal, examination conduct and evaluation process through online mode on university portal, etc.

**ii. Implementation of Management Information System**

It is proposed to introduce paperless campus through Management Information System (MIS). The entire admission process from filling of forms to fee deposition shall be made online.

## **Development Goals - Criteria 7: Institutional Values and Best Practices**

### **i. Conduct of Gender Audit**

The gender audit shall be conducted on annual basis and its findings and recommendations shall be utilised for providing facilities to the female students and female staff.

### **ii. Rainwater Harvesting**

The college shall regularly maintain and ensure the functional status of rainwater harvesting infrastructure.

### **iii. Conduct of Quality Audits**

The college shall regularly conduct Green Audit, Energy Audit and Environment Audit. The committees for these audits shall consist of at least one external expert and other college staff members from the related department.

### **iv. Academic and Administrative Audit**

The academic and administrative audit of the institution shall be conducted on an annual basis and its recommendations should be implemented for improving work culture and practices.

### **v. Tightening Security Arrangements**

It is necessary that a security personnel is arranged to safeguard the security of students in the campus, especially girl students.