GOVERNMENT COLLEGE THEOG
NAAC Accredited 'B'
District SHIMLA-171201
HIMACHAL PRADESH
Phone -01783-237530 Email-gctheog123@gmail.com
Website: gctheog.edu.in

Report of One-Week Faculty Development Program (FDP)

On

"Quality Assessment & AQAR"

Organized by

Internal Quality Assurance Cell (IQAC)

The *Internal Quality Assurance Cell* (IQAC) of the college organised a one-week *Faculty Development Program* (FDP) in offline & hybrid mode both for the teaching and non-teaching staff from 4 November 2023 to 10 November 2023 on "*Quality Assessment and AQAR*." The main objective objectives of the FDP were:

1. To give a fresh boost to the preparedness of the college for the impending peer-team visit in the year 2025.
2. To apprise and sensitize the staff members who joined the institution in the academic year 2023-24 as the HP college cadre is a transferable job from one institution to another after every three years.
3. To raise awareness among the staff members regarding the complexities and intricacies of maintaining, evaluating, and claiming quality for better grading.
4. To sensitize and motivate the staff regarding submission of *Annual Quality Assurance Report* AQAR for the session 2023-24.

Day 1 (Saturday, 4 November 2023)

Theme & Resource Person: The first day of the FDP was dedicated to Criteria 1 of the AQAR, that is, "Curricular Aspects." The Resource Person for the session was Dr Vikas Nathan, Former Member of Team IQAC, Govt. College Sanjauli, which recently earned grade "A+" by the NAAC in the month of November 2023. In November 2023 itself, Dr Vikas Nathan joined as Assistant Professor of Chemistry at Govt. College Theog, consequent upon his transfer from Govt. College Sanjauli. The venue of the talk was the Conference Hall of the college where all the delegates assembled in person.

Summary: From his gained experience in his former place of work, he talked at length about the various questions and parameters covered in Criteria I of the AQAR. He emphasized the importance of a well maintained and regularly updated website. He said that it is very important to regularly document and update the daily activities held in the college on the college website along with reports and photographs, geo-tagged photographs particularly. He stressed the importance of framing and circulating among the staff and students an 'Academic Calendar' in the beginning of the academic session itself. He said that it is desirable for all faculties to not only have 'Departmental Registers' but also individual 'faculty registers' with all activities

Principal
Govt. Degree College,
Theog, Distt. Shimla (HP)

documented thoroughly. The information of each student, his/her academic record and growth over the years should be readily available in the registers. He said that every department should have an exclusive dedicated page on the college website with the profile of the faculty members and descriptions with links of all the activities carried out in the academic year. He said that this page should have the Program and Course outcomes of all programs and courses being offered by the institution. He advised teachers to readily avail offers of membership of various bodies such as *Board of Studies* (BoS) and setting of question papers for final university examination and intimate the IQAC about it, along with relevant letters of invitation. Dr Nathan shared that all courses being offered by every department [under various categories such as Discipline Specific Course (DSC), Compulsory/MIL, Skill Enhancement Courses (SEC), Ability Enhancement Compulsory Courses (AECC), Discipline Specific Elective (DSE), & Generic Elective (GE)]should be listed on the website as separate courses with their respective titles and codes.

He emphasized the relevance of add-on courses for fetching extra points in the quality assessment process. He suggested that teaching departments every year should offer add-on courses alternatively after adopting and following the proper nomenclature for it. He also suggested subscribing to various online courses being offered by platforms such as IIT Bombay and SWAYAM-NPTEL. He exhorted the faculty members to take the students for field visits as activity in their Skill Enhancement courses to increase experiential learning. He also emphasized the importance of seeking regular feedback from students, faculty, and alumni, at least twice a year, and undertake serious evaluation and introspection of the results and chart a course-correction plan department wise and upload it on the college website.

Day 2 (Monday, 6 November 2023)

Theme & Resource Person: The theme for the second day of the FDP was Criteria II of AQAR, that is, "*Teaching, Learning, and Evaluation.*" The Resource Person for the day was Dr Kamayani Vashisht, IQAC Coordinator, Govt. College Sanjauli, an A+ accredited institution by NAAC. She joined virtually from 2 to 3pm.

Summary: At the very beginning of the session, Dr Vashisht emphasized upon the importance of Criteria II as it carries the maximum marks, that is, 350. She said that it is very important for the office staff of an institution to be very meticulous with record-keeping. She appreciated the fact that the institution has subscribed to anadmission related software, https://gctheog.highalteducation.in/ , which facilitates a totally paperless admission process. It also stores and reflects the data of students such as: basic and contact details, educational details, subject details, and their progression to senior classes, which is all available to the faculty at the click of a mouse. She suggested sharing the Academic Calendar, POs and COs at the beginning of the academic session itself. She suggested frequent and periodic assessment of student progress through mid-term examinations, oral tests, assignments, and its presentation. She suggested tracking fast and slow learners in every course, making peer groups where the fast learners help their peers in a friendly and relaxed setting. The resource person was pleased to know that these practices are already in place in the institution. To further enhance the productivity of such exercises, she suggested some mechanisms for experiential and participative learning which can be carried out in SEC (Skill Enhancement Courses) and activities of NSS,

Principal
Govt. Degree College,
Theog, Distt. Shimla (HP)

NCC, Rovers & Rangers and other clubs and societies of the college. She stressed focus on hybrid learning, as emphasized in *National Education Policy (NEP) 2020,* which would enable and enhance the use of ICT tools readily available in the institution in the form of smart classrooms. She suggested online exchange of faculty from across the state and exhorted every teaching department of the college to arrange guest lectures on topic found difficult by students virtually. This would institutionalize the use of smart classrooms and the paraphernalia related to ICT. The resource person was pleased to know that the practise of dividing students into groups of mentor-mentees is in vogue in the college and the sessions are being documented in the form of attendance and student participation and progress. She suggested that all applications related to student grievances be collected and maintained meticulously and the resolution properly documented. She categorically emphasized upon the importance of important committees like *Student Grievance Cell*, *Internal Complaints Committee*, and the *Prevention of Sexual Harassment of Women at Workplace* Committee. She highlighted the importance of proper documentation of the work carried out by these committees. She laid stress on the evaluation of POs and COs by every department and course-correction strategies, wherever required. She suggested course and problem specific 'remedial classes' for the weak performers and highlighted the necessity of tracking their performance in final exams and entrance exams of various postgraduate courses to track attainment of POs and Cos. She apprised the participants about the importance of *the Student Satisfaction Survey* (SSS) carried out by NAAC and the modalities related to it like the necessity of having a ready-to-use class wise student database with email ids.

Day 3 (Tuesday, 7 November 2023)

Theme & Resource Person: The theme for the third day of the FDP was Criteria III, '*Research, Innovations and Extensions.*" The Resource Person for the day was Dr T R Sharma, Associate Professor of Economics (Retired), Govt. College Sanjauli, an 'A+' accredited institution, who joined the gathered staff virtually.

Summary: Dr Sharma very honestly at the beginning of the session stated that Criteria III is the Achilles' Heel of many affiliating institutions like several Govt. Degree colleges of the State. He said that various UGC notifications have stressed the primary role of colleges as teaching institutions rather than research institutions and shared the sentiment of the audience regarding slow but steady drying up of funding opportunities for individual research projects by faculty members from funding agencies like the UGC and ICSSR. Nevertheless, he deliberated at length on the potential avenues available for college faculty to earn credits under Criteria III for their institution. He suggested that different educational departments functioning in the college should explore different contemporary and relevant themes and seek approval for organizing seminars and funding from agencies like ICSSR. He also suggested that all the teaching departments in the institution organize FDPs on important and relevant themes and include students as participants. The Resource Person cajouled the faculty members to undertake serious efforts regarding research and make it a habit to publish in quality journals enlisted in databases such as the Web of Science, SCOPUS, and the UGC-CARE only. He also highlighted the role society expects from an institution of higher learning such as ours vis-à-vis community outreach and participation and holistic development of the students so that India capitalizes upon the boon of 'demographic dividend', which it already enjoys. He appreciated the active participation of

Principal
Govt. Degree College,
Theog, Distt. Shimla (HP)

various clubs, bodies, and societies of the college in community participation. He suggested that the college sign MoUs with bodies such as local hospitals, local industries and the local Municipal Council for various activities andproper documentation be made of such activities. He also advised faculty exchange, in online mode to begin with, with every department arranging lectures and presentations by external resource persons on topics found difficult by students. He recommended starting new add-on courses for the students where students visit the local industries for on-site training.

Day 4 (Wednesday, 8 November 2023)

Theme & Resource Person: The theme for the fourth day of the FDP was Criteria IV "*Infrastructure and Learning Resources*." The Resource Person was Dr C B Mehta, Former Principal, Govt. College Sanjauli, an A+ accredited institution. Dr Mehta joined the session virtually and addressed the staff.

Summary: The Resource Person, who had formerly served at Govt. College Theog in the capacity of Associate Professor of Mathematics, appreciated the significant growth in infrastructure of the college. He appreciated the increase in the number of smart classrooms, the establishment of language laboratory and the augmentation in sports infrastructure. He shared expert opinion on its presentation in the AQAR and SSR. He said that proper documentation of all the activities being held in the college along with geo-tagged photographs in the need of the hour. He advised to submit proposals to the government for infrastructure augmentation under schemes like PM-USHA. He advised that the college administration should repeatedly take up with the government the construction of the science block and auditorium. He advised to increase the number of computers for exclusive use by the students and allot the computers for other works on sharing basis. He exhorted the office staff to be very meticulous with the upkeep of record, especially pertaining to infrastructure augmentation. He emphasized the regular upgradation of infrastructure related to library. He stressedlibrary automation and advised the college to propose a new library hall in the soon-to-be constructed new building of the college. He advised guided tours to the college library by teachers andintroducing students to various government and non-governmental educational platforms. He advised the college to regularly invest in upgrading the college infrastructure and document it properly with geo-tagged photographs of the additions made. He was of the opinion that upkeep of the acquired infrastructure and establishing a mechanism for its use is equally important. He advised regular meetings of the various sub-committees formed by the college administration for this purpose. He advised efficient functioning of internal audit and stock verification committees.

Day 5 (Thursday, 9 November 2023)

Theme & Resource Person: The theme for the fifth day of the FDP was Criteria V "*Student, Support & Progression.*" The Resource Person for the session was Dr Rajesh Dhorta, Principal, Govt. College Kumarsain, who earlier served as Associate Professor of Commerce in various institutions of the State including Govt. College Theog. He joined the FDP virtually.

Summary: Dr Dhorta inquired at the beginning of the session itself the mechanism devised by the institution to know the whereabouts of the passed-out students. He was pleased to know that

Principal
Govt. Degree College,
Theog, Distt. Shimla (HP)

the college alreadyhas a process in place where the office staff notes down the progression of students to higher studies or to jobs when they visit the college for issuing various certificates like Marksheets, degrees and character certificates. The Resource person was informed by the audience that at regular intervals the staff enquires about the students' progression to higher studies and to jobs and advises them whenever a need so arises. He stressed on the importance of the effective functioning of the 'Scholarship Committee' of the college and its record-keeping. He advised optimum utilization of the available infrastructure like language and other laboratories to enhance the soft skills and other job skills of the students as per their discipline of study. He urged all departments to offer such need-based add-on programs, for instance, the Department of Physical Education and Computer Applications could offer add-on courses in various games and life-skills such as Yoga and Basic IT skills. He also advised the audience present to offer their respective subject students some extra classes such as coaching for various entrance and competitive exams such as Postgraduate entrance examination and various graduate level job examinations. He stressed the importance of efficient functioning of gender sensitive committees like the Students' Grievance Cell, Internal Complaints Committee, Anti-Ragging Committee, and the Prevention of Sexual Harassment of Women at Workplace. For this, Dr Dhorta suggested student participation, at least 50% female students, in the above-mentioned sensitive committees besides other committees like CSCA and Women Cell etc.The Resource Person was pleased to know that every year many students of the college participate in several competitions in Himachal Pradesh University Inter-College competitions (Youth Festival) and perform very well. He exhorted the department concerned and the office staff in general to carefully document the participation and achievements year wise. He opined that the institution should get its 'Old Students' Association' registered and offer online registration for its alumni. He suggested frequent conduct of alumni connect programs.

Day 6 (Friday, 10 November 2023)

Themes & Resource Person: The themes for the last day of the FDP were Criteria VI and VII, that is, '*Governance, Leadership and Management*' and '*Institutional Values and Best Practices*.' The Resource Person for the session was Dr Vikas Nathan, Former Member, Team IQAC, Govt. College Sanjauli, an A+ accredited institution by NAAC. He is presently employed at Govt. College Theog itself.

Summary: The Resource person at the beginning of the session itself underscored that Criteria VI and VII especially require the joint efforts of the college administration, the teaching and non-teaching staff. He stressed that these criteria pose a huge challenge for the college administration as the institution is not an autonomous one to freely devise its own policies, but an affiliating college bound by the rules and regulations of Himachal Pradesh University and the Department of Higher Education of the Government of Himachal Pradesh. Therefore, it is very challenging to innovate within the limited scope of autonomy available. He advised the gathering to prepare the academic activity of the institution in consonance with the mission, vision, and objectives of the college. He emphasized upon decentralization of the administration and participative management through various committees, and he advised the gathering to meticulously note down the proceedings of the meetings, strategy planned, and action taken in the activity registers. He stressed upon the role of the IQAC as the central authority for the tasks. He advised the IQAC to plan seminars, workshops and FDPs in the beginning of the academic session itself. He

Principal
Govt. Degree College,
Theog, Distt. Shimla (HP)

appreciated the efforts of the college in applying for various schemes under PM-USHA. He asked the IQAC to regularly monitor the progress of the planned activities. He exhorted the members of the faculty to regularly update their knowledge and skill set through various online and offline media, and he appreciated the encouragement to participate in such activities provided by the college through various committees.

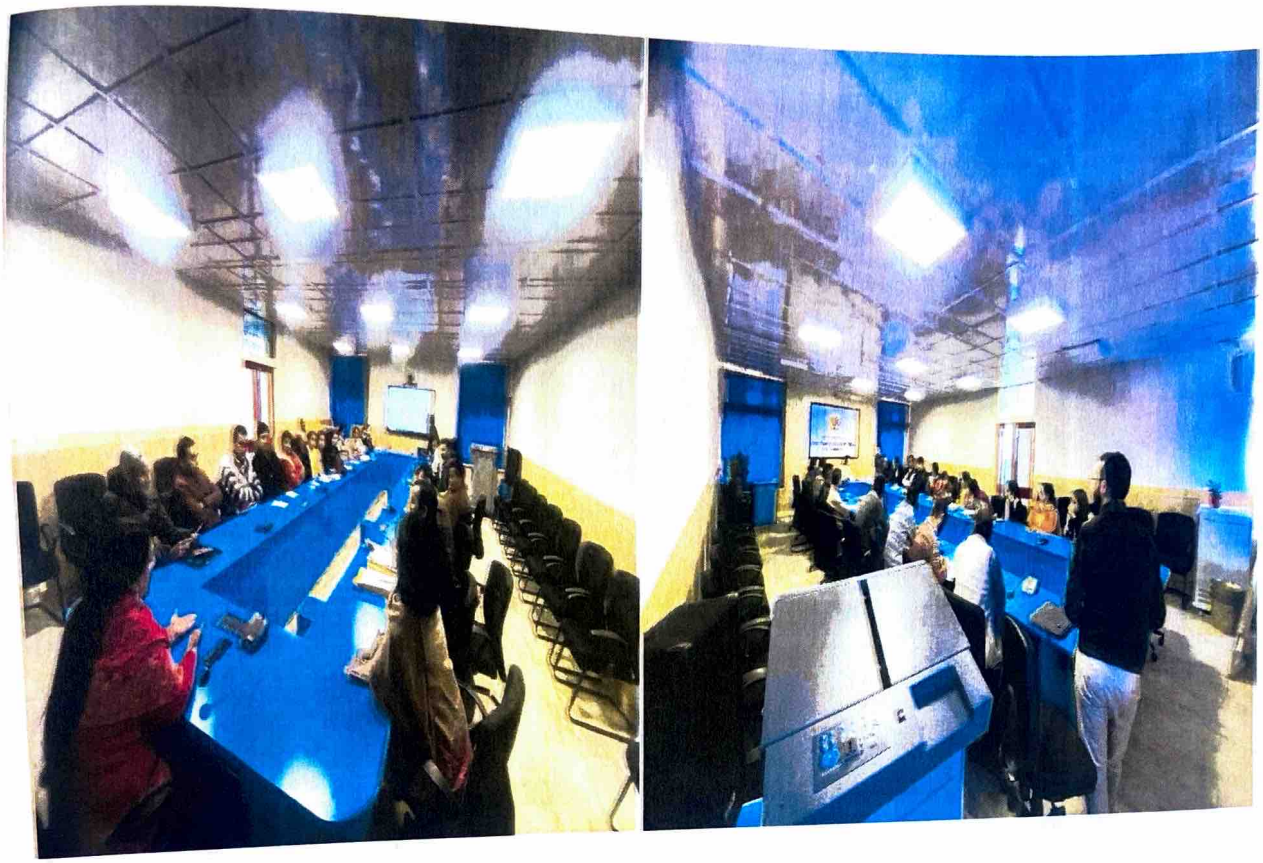








Principal
Govt. Degree College,
Theog, Distt. Shimla (HP)





Principal
Govt. Degree College,
Theog, Distt. Shimla (HP)





Principal
Govt. Degree College,
Theog, Distt. Shimla (HP)





Principal
Govt. Degree College,
Theog, Distt. Shimla (HP)