



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

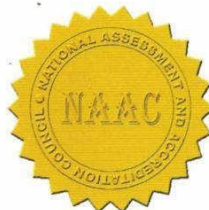
Certificate of Accreditation

*The Executive Committee of the
National Assessment and Accreditation Council
on the recommendation of the duly appointed
Peer Team is pleased to declare the
Rajkiya Kanya Mahavidyalaya
Shimla, affiliated to Himachal Pradesh University, Himachal Pradesh as*

Accredited

at the B⁺⁺ level.

Date : September 16, 2003



*Urread
Director*

1. This certification is valid for a period of *Five* years with effect from September 16, 2003.
2. An institutional score (%) in the range of 55-60 denotes C grade, 60-65 - C* grade, 65-70 - C** grade, 70-75 - B grade, 75-80 - B* grade, 80-85 - B** grade, 85-90 - A grade, 90-95 - A* grade, 95-100 - A** grade (upper limits exclusive).

Quality Profile

Name of the Institution : Rajkiya Kanya Mahavidyalaya
Place : Shimla, Himachal Pradesh.

Criterion	Criterion Score (C_i)	Weightage (W_i)	Criterion X Weightage ($C_i \times W_i$)
I. Curricular Aspects	78	10	780
II. Teaching-learning and Evaluation	83	40	3320
III. Research, Consultancy and Extension	75	05	375
IV. Infrastructure and Learning Resources	80	15	1200
V. Student Support and Progression	76	10	760
VI. Organisation and Management	82	10	820
VII. Healthy Practices	80	10	800
		100	$\Sigma C_i W_i = 80.55$

$$\text{Institutional Score} = \frac{\Sigma C_i W_i}{\Sigma W_i} = \frac{8055}{100} = 80.55$$

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Director

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**Draft Report of the Peer Team on the
Institutional Accreditation of the
Rajkiya Kanya Mahavidyalaya,
Shimla - 171 001, Himachal Pradesh**

Section I: Introduction

Rajkiya Kanya Mahavidyalaya, Shimla initially came into existence as a private denominational college in January 1956, then known as Raja Padam Chandra Sanatan Dharam Bhargav College. The beautiful building of the college was at that time constructed with the help of donations raised by the people of this region and with the untiring efforts of the Managing Committee. It was affiliated to Panjab University, Chandigarh. However, subsequently, with the re-organization of Punjab, Himachal Pradesh became a full-fledged state and, subsequently, it got affiliated to Himachal Pradesh University in the year 1971. It was in September 1977 that the State Government took over its control and, since then, its nomenclature stood changed to Rajkiya Kanya Mahavidyalaya, Shimla. Presently, it is the only Government Women College in the State of Himachal Pradesh. It has also got its recognition by the UGC under 2(f) and 12B in September 1997.

Its location is beautiful and situated on Elysium hill. Its scenic beauty is par excellence with wide vistas, panoramic view of the high hills, deep emerald valleys and snow-capped peaks in the distant horizon. It is spread over an area of two acres. The college is well-connected with the outer circular road where buses ply for the convenience of the students also.

The motto of the college is "*sa vidya ya vimukte*" meaning thereby 'education is that which liberates the human personality'. In other words, it is the development of the total personality with ultimate goal of salvation. Secondly, the college was established with a view to provide undergraduate education to the students. Thus the college is provided twin objective since its establishment, viz. all-round development

J. Singh

of human personality with special emphasis on religious and moral education and, secondly, providing higher education to women students. In 1977, the State Government of Himachal Pradesh made it a full-fledged women college with a view to provide quality education to the women students of this region. With the passage of time, it automatically imbibed another goal of Women Empowerment.

Rajkiya Kanya Mahavidyalaya, Shimla volunteered to be assessed by the National Assessment and Accreditation Council by submitting their self-study report in December 2002. National Assessment and Accreditation Council constituted an expert committee to visit the college and validate its self-study report. The Peer Team comprises Prof. H. S. Soch, former Vice-Chancellor of Guru Nanak Dev University, Amritsar, Punjab, Dr. A. K. Indrayan, Professor, Department of Chemistry, Gurukul Kangri University, Haridwar, Uttaranchal and Dr. V. K. Saluja, Principal, Mata Gujri Mahila Mahavidyalaya, Jabalpur, Madhya Pradesh as members. The team visited the institution for 2 days i.e. from 18th to 19th August, 2003. Mr. B. S. Ponnudiraj, Assistant Advisor, NAAC ably coordinated the entire programme successfully. The Peer Team carefully perused and analyzed the self-study report submitted by the institute. During institution visit, Peer Team went through the relevant documents, visited the departments and interacted with the various constituents of the institution. The academic, co-curricular, extra-curricular, sports and other facilities of the institution were visited. The Peer Team also interacted at length with the Principal, faculties, students, non-teaching staff, parents and alumni of the institution. Based on the above exercise and keeping in mind the criteria identified by the National Assessment and Accreditation Council, the Peer Team has taken up the assessment and accreditation of the college.

Section 2: Criterion-wise Analysis

Criterion I: Curricular Aspects

Rajkiya Kanya Mahavidyalaya is providing undergraduate education in the Faculties of Arts, Science, Commerce and Fine Arts. In addition, it is also providing computer application courses. At the B.A. level, it is providing six sets of combinations, out of which no student can opt for more than one subject from each group. At the B.Sc. level, there are only two streams, viz. Medical and Non-Medical where General English is taught at the 1st year and Hindi as a core subject in the 2nd year. In B.Com.,

M. S. Soch

there are fifteen papers spread over three years. The college is providing B.A.(Hons) programme in English. Thus the total number of subjects taught in the college are twenty-two. The college has made arrangements with private organization (Aptech) to provide computer based application courses to the students and teachers at subsidized rates. The Himachal Pradesh University does not provide any provision for mobility in curriculum courses both at the vertical and at horizontal level.

The courses are designed by the University. The college does not have any role in designing the curriculum. Some teachers are members of the different academic bodies like Board of Studies, Faculty, Academic Council, etc., but, in general, it is felt by the teachers that the curriculum designing basically is in the hands of the university teachers, with the result that the colleges are more or less helpless in restructuring or redesigning the curriculum. The teachers in general have never taken any initiative for reviewing it at the college level or ever decided to write to the university through the college Principal for any improvement in the curriculum by way of addition, deletion or redesigning.

The college is totally helpless in introducing any kind of programme of its own because it cannot start a new programme unless the State Government of Himachal Pradesh permits them to start and sanctions the required finances. The college cannot start a self-financing course in the wake of State policy even when funds are not required to be paid by the government. The college has also not been able to introduce any vocational course in spite of initial grants by the University Grants Commission.

There is a guidance bureau cell on the campus which provides counselling to the students. Few counselling sessions were organised last year.

Criterion II: Teaching-Learning and Evaluation

The college has adopted satisfactory Teaching, Learning and Evaluation system. The teaching faculty of the college is strong and well-qualified. Out of 63 teachers, 20 hold the degree of Ph.D. and 24 teachers have M.Phil. as the qualification. It is

J.S. Singh

creditable to have such a high percentage of teachers holding the research degree. The college also has about 23 men teachers as against 40 women teachers.

The college has followed the admission policy as stipulated by the State Government and in accordance with the procedure laid down by the University. The college selects the students for admission on the basis of their academic record and also through interview. The college assesses the students' knowledge and skills after admission through periodical tests. The college monitors overall performance of the students to ensure the achievement of the course objectives. The quarterly tests are conducted. The performance of the students is reflected in their tutorial cards. The parents are also intimated about the progress of their wards.

The conventional lecture method is followed in the arts and language classes. However, in departments of Botany and other Sciences, the teachers use models, charts, overhead projectors from time to time. The teachers also hold group discussions and quiz sessions with the students. Working days of the college in a year are normally 230, out of which the teaching days extend upto 120. Every teacher is required to take a teaching load of sixteen hrs. every week. There are only four part time teachers who are engaged to meet the extra teaching load. The ratio of teaching to non-teaching staff is 7:3. It is heartening to see that 90% of the classes are taught by the full-time faculty. The participation of the teachers in attending seminars, conferences, workshops is satisfactory. Ten teachers had participated at the national level and ten teachers as resource persons. Of course, no teacher had gone to participate at an international level.

The college prepares academic calendar of the year in the light of the university guidelines. Time table and classes are allocated right in the beginning of the session. The Heads hold the meeting of their departments where the details of the curriculum completion are finalized. It was heartening to note that the academic calendar is followed in letter and spirit.

The college recruits the teaching staff on contract / lecture basis out of Amalgamated Fund or PTA fund. This is done after the sanction is obtained from the State

J. S. Soth

Government in the beginning of the session. Names of the persons to be interviewed are obtained from the Employment Exchange, interviews are held and selection rules of the Government are followed in appointing lecturers on ad hoc / contract basis. The normal recruitment of the teachers is made by the State Government through Himachal Pradesh Public Service Commission as per their procedure and guidelines. The college carries on with the appraisal reports of the lecturers by the Principal on the basis of their work and conduct, annual confidential reports and the results. The feed back from the students is also obtained. Adverse reports / comments are conveyed to the lecturers with a view to improve them in future. The Deptt. of Sociology has taken the initiative in this direction. It is hoped that they will come up with a proper mechanism of getting right feed back.

Criterion III: Research, Consultancy and Extension

The college presently is conducting only the undergraduate courses in different streams. It definitely needs to start postgraduate programmes, if is interested in promoting research on the campus. The academic research climate will be created only when there are postgraduate teaching programmes and the college subscribes many magazines on different subjects, which are providing articles on research going on in different fields and provide latest information., No doubt, the number of Ph.D. teachers is very encouraging but the number of scholars pursuing Ph.D. under their guidance is virtually non-existent. Some teachers, however, are showing research aptitude by getting their research articles published in standard journals in spite of the fact that a conducive environment to that effect is not available.

The college provides study leave as per norms of the UGC under Faculty Improvement Programme and Teacher Fellowship schemes. Presently, one teacher is on study leave. Most of the teachers completed their Ph.D. without getting any kind of study leave. The college provides some flexibility in the teaching schedule to facilitate research activities of the teachers who are pursuing their Ph.D. programmes. The college is not providing any seed money to the teachers for pursuing their research and also not providing any financial support to the research students. There is no research project, minor and or major, going on in the college at this time.

J. Singh

There is no well-defined system of consultancy being provided by the college on payment basis. However, some lecturers go as resource persons by way of providing teacher-orientation in different organizations. There is no full-time designated person for extension activities. However, a teacher is given an additional charge. The college is providing some extension activities like community development, health and hygiene awareness, medical camps, blood donation camps, environment awareness, women empowerment, etc. The college encourages the volunteers of NSS and students of NCC to reach the society with their designed programmes. The college has listed sixteen Non-Govt. Organizations (NGOs) and Government Organizations to plan extension activities with them.

Criterion IV: Infrastructure and Learning Resources

The college has twenty-seven rooms, an Administrative Block, four Laboratories, an Auditorium, a Library, Dispensary, Computer Centre, Common Room, etc. The college has recently added Science Block and plans to construct another hostel. The Honable' Chief Minister Sh. Virbhadra Singh of Himachal Pradesh laid the foundation of this hostel on 27th July 2003. A partial grant to construct the same has been received. The plan of the building is approved. The maintenance of the infrastructure is basically done through Public Works Department of State Government. A portion of the Amalgamated Fund and PTA Fund is also utilized for up keeping of the institution. The college authorities try to keep the campus beautiful, clean and pollution free. Special efforts are taken by the college to have pollution control.

The Botany Deptt. has organized a Nature Club which goes for excursions to different places to study the herbal plants which are abundant in Himalayas and exclusive to India. It also serves to create awareness among the students about the useful plants. They also learn to preserve nature and not to disturb ecology of the region.

There are two NSS Units in the College comprising 350 volunteers. They organize 10-days camp every year and try to reach the society through these camps. They also learn to keep the campus clean and create an awareness amongst their fellow students to learn the civic sense. The NSS volunteers worked to construct a temple at Kelti

M. Singh

village, interacted with Ashram children at Dhalli. 35 volunteers donated blood during International Blood Donation Day.

There is a Canteen Committee that looks to the food being served in the college canteen, especially, from the point of view of cleanliness, sanitation, food hygiene, food handling, etc. The college authorities have put up the Notice Boards at various places.

There is a good library on the campus, which has approximately thirty-two thousand books. It is open during the working days for six hours. There is an Advisory Committee that decides about the purchase of the library books. It provides book bank facilities to the poor students. It also has computer and reprography facilities. The college has started computerizing their library.

The college has entered into an Agreement with Aptech that runs the computer centre on working days for four hours, i.e. from 10.00 a.m. to 2.00 p.m. It provides computer application courses to the students and to the teachers. The college has put up an application to the Himachal Pradesh University for permission to start the Bachelor of Computer Application course.

The college does not have big grounds for the games like Hockey, Athletics, Cricket, Kho-Kho, Kabaddi, etc. They borrow grounds from the sister institutions to provide sports facilities to their students. However, the college provides facilities for the students to play Table Tennis, Volleyball, Badminton, etc. at the Campus. It is creditable that the college has been able to show good performance in sports. Ninety students participated at the state level where some of them had obtained respectable positions. Twelve students had participated at the Inter-Varsity and ten at the National level. The college provides playing kits, suits, track suits to the players. The refreshment and daily allowances are also given to them during the matches and coaching camps. The college had won Kho-Kho Championship, Runners up position in Volleyball and Athletics at the University level.

M. S. Poch

Another remarkable performance shown is the NCC. They have 255 cadets on roll, five of whom participated in Republic Day parade at Delhi, forty in Republic Day parade at Shimla, while thirty-two attended All India Trekking Expedition. Five cadets successfully obtained 'C' Certificate and twenty-five of them got 'B' certificate.

The performance of the college in cultural activities also deserves a special mention. The college showed outstanding performance in all the five groups of the University Youth Festival in 2001. They had obtained positions in items pertaining to Dance, Music, Theatre, etc. Students in classical and vocal dances obtained 2nd position in the North Zone Inter-University Youth Festival held at Patiala. The college students participated in Declamation Contests, Poetry Writing, Essay Writing, Music and so on. The Students' Association elections are held every year and the students' body is actively involved in the college welfare programmes for the students.

The college brings out a magazine 'Padma' annually in which the students get an opportunity to develop their creativity in writing.

Criterion V: Students Support and Progression

The college publishes its updated prospectus every year. It contains the details about the courses, rules and regulations of the admission, the details of the fee structure, the college calendar of the year, the availability of scholarships, admission rules and regulations of the college hostels, the various services available on the college Campus and guidelines for admission. The details of financial aid and concessions as per rules of the Central Government and State Government are mentioned. In addition, they have some scholarships provided by certain organizations and donors. Some concessions are available for the children of Tibetan community. Forty students roughly get these scholarships.

The college provides many recreational and leisure time facilities like indoor games, students' magazines, outdoor game. They also organize functions with the help of Spic Macay. The Science Forum organizes various functions round the year. Presently, there is no Alumni Association but they propose to have one. The college does not have any mechanism of getting feed back about them subsequent to their

J. S. Poch

leaving the college. The drop-out rate among the students is very little which is claimed by them as 2% only, which deserves to be appreciated.

Criterion VI: Organization and Management

This being Govt. College is controlled by the Directorate of Education of Himachal Pradesh State. It is cent-percent funded by the Govt. The Principal enjoys all powers pertaining to local administration of the college. However, the powers of transfer, discipline, award of senior scale, selection scale, study leave, etc. of the employees vest with the State Government.

At the college level, the Principal has constituted a College Council headed by herself comprising of Heads of the Departments, Dean Students' Welfare, Secretary, Staff Council, Bursar, Hostel Warden and two teacher representatives. This Council meets occasionally and plays an important role related to discipline, grievances of the staff, students and infrastructural developments. The college has constituted a committee which makes recommendations for the general improvement of the Campus in which PTA also plays an important role. It makes recommendation on the maintenance and improvement in the college buildings, and improving the academic climate of the college in providing different kinds of services to the students. The college has constituted a committee to study ways and means to improve the work efficiency of non-teaching staff. The college accounts are audited by the Audit Department. There are no major objections and minor objections, if any, are normally removed before the next audit is done.

The college has many welfare programmes for the teaching and non-teaching staff. There is a Goup Insurance Scheme, scheme for providing different kinds of loans to the employees. The loans are made available by the Government, by the banks and by the college also.

Criterion VII: Other Healthy Practices

The faculty in the college is striving towards realizing the goal of imparting quality education and for which many healthy practices have been established.

J. S. Koch

- ❖ The college has a scheme of the 'Inner Voice'. It is an emergency Helpline established by the college to extend services to the community by educating the students to take initiative in emergencies, provide first aid in natural and man made diseases, to provide blood in case of emergent patients, etc.
- ❖ It is gratifying to see that Parent-Teacher Association of the college is doing yeoman service to the cause of improvement in education in the college. They could successfully help the college in getting the building tax, sanitation tax reduced, levied by Municipal Corporation. They were helpful in asking the Govt. buses to ply to the college on time in helping their college by way of funds for appointment of temporary lecturers as and when required. They were also helpful in asking the computer company WEBCOM to initiate the work for computer in the library.
- ❖ Proctorial duties are assigned to the teachers in the beginning of each session and their performance is assessed from time to time. These are working very satisfactorily.
- ❖ The college maintains immaculate records of students admission, examinations and results.
- ❖ The Women Cell established undertakes women empowerment and women upliftment programmes.
- ❖ Sport persons are encouraged by giving financial assistance.
- ❖ The college dispensary provides first aid and primary health care to students. Blood groups are checked for all students.
- ❖ The college is publishing the annual magazine 'Padma' that provides scope for creativity development of the students.
- ❖ The college has allowed Indian Overseas Bank to open a branch on its campus who in turn is providing some additional facilities to the staff members of the college in addition to the normal rent paid by them.
- ❖ The college principal encourages the students to come forward with the complaint and grievances. It is gratifying to see this mechanism working satisfactorily. Serious complaints and grievances are discussed at the grievance redressal committee and sorted out.
- ❖ The college is providing hobby classes in performing arts for the students as well as for outsiders.

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Section 3: Overall Analysis

The college that was established in 1956 with 250 students on the roll, today has approximately 3000 students studying on the Campus. The college is generally proud of the increased number of students which normally does not catch up at this level in Govt. colleges.

The college is helpless in designing the course curriculum as this all is determined and decided at the Himachal Pradesh University, Shimla. The college authorities in letter and spirit follow the curriculum programme. The faculty of Arts continues to attract the students, however, the number of students is falling in faculty of Science and that of Commerce.

The teaching methodology still moves around using lecture method in general, however, there is a strong realization with the teachers that latest teaching technology needs to be implemented. Thus a shift from teacher-centred to pupil-centred education is desirable. The system of evaluation is in the hands of the Himachal Pradesh University, Shimla which conducts the examinations, declares the results and also awards the diplomas and degrees etc.

The staff in general is highly qualified as more than 70% of them have obtained the degree of M.Phil. and / or Ph.D. However, the academic climate of the college is not providing any sensitization of the faculty to research activities. They can easily come up and apply for major / minor research projects to the UGC.

The computerization work in the office has started, however it has yet to make breakthrough. It will be appreciated if the office staff gets training in Computer Applications Skills. The computerization work in different library services is also yet to be done.

The college does not have any provision for postgraduate teaching nor it has well-equipped library. It has thus resulted into neglect of research activities. Thus the required kind of research climate is yet to take place in the real sense. There is no

Sh. P. Singh

scope for any kind of consultancy by the college as there is neither an industry in the adjoining areas nor are people involved in any professional area other than horticulture. The college is doing its best for the promotion of extension work in backward areas through NSS, Literacy Programmes, AIDS awareness, Blood Donation Camps etc.

There are sufficient number of scholarships, fee concessions etc. which are given to the needy and poor students in addition to SC/BC students.

It is heartening to see that there is a close contact between the students and the teachers. The former receives counselling from their teachers in the area of personal and educational guidance.

This being a Government institution, is cent-percent funded by the State. The college Principal has to work within the parameters laid down by the State Govt. She is not permitted to go in for any resource mobilization. The grievance redressal mechanism is working satisfactorily with the help of senior teachers. The various kind of loans to the teaching and non-teaching staff are made available according to the State Government policy. The college Principal has decentralized her powers to the Committees which work as per needs arising from time to time. There have been no major audit objection, the minor ones are cleared on the next visit of the auditors.

In a nutshell, the college has succeeded to an appreciable extent in providing quality education in consonance with its aims and objectives in the last few years.



Suggestions

1. The college authorities should take up the matter to start some Post Graduate classes with the State Govt. The college has the necessary infrastructure, the human resource and the faculty required for meeting this requirement.
2. The teaching department should participate in programmes like COSIP/COHSSIP/COSIST with the assistance of U.G.C.
3. It should approach the Horticulture Department for starting short-term Horticulture courses. This is the need of the region which has a strong horticulture base.
4. The college may constitute subject sub-committees to recommend the changes in the course curriculum so that these could be forwarded to Himachal Pradesh University, Shimla for consideration.
5. The college is advised to establish Language Laboratories in Hindi and English.
6. The college will do well in developing self-financing courses like home appliances repairing, farm machine repairs to be conducted by Physics / Electronics Departments, Bio-technology; office administration, entrepreneurship to be conducted by Commerce Department. These courses will provide vocation for the students as well as resources for the development of the institution.
7. The college should ensure that it is able to start some vocational, medical and I.T. courses including Computer Application, Tax Procedures and Practices, Microbiology and Bio-technology etc. so that job opportunities for students are enhanced. No Objection Certificate for starting Computer Application Course should be immediately obtained from the State Government.



8. The remedial coaching classes for the educationally disadvantaged and a well-defined structured programme for the advance learners should be properly provided.
9. The library system needs to be upgraded. The Library should be connected to other libraries through the internet. The academic climate in the library could be improved by providing better furniture, better lighting system, a good reading room, micro-filming, cubicles for the staff, and Internet facility. The library also should start using the computer for cataloging and other library services. The College should subscribe standard journals and periodicals for its library.
10. Multi-media projection facilities could be used by the teachers to improve upon their teaching pedagogy.
11. The college should approach the sports department for financing the college by way of better playgrounds and appoint coaches in different games. The college could approach University Grants Commission also for the sanction of grants for the construction of a multi-purpose gymnasium hall.
12. The college is advised to establish some linkages with institutes of higher learning within the state as well as outside the state.
13. Alumni Association needs to be established and meetings of the Association be regularly held.
14. The college should plan MOUs with Industries and Research Organizations.
15. A well-structured communication channel should be established for collecting feedback from academic peers and employers which can be utilized for enhancing functional efficiency of the college.

M. S. Poch

16. Taking into purview the fact that it is an all girls institution, due care has to be taken in respect of facilities provided in the college common room.

The members of the Peer Team would like to place on records their sincere thanks to the Principal, faculty, non-teaching staff, students, parents of the students and alumni for their support and assistance during the visit of NAAC Peer Team.

Names and Signatures of the Peer Team members

1. Prof. H. S. Soch
(Chairman)

H. S. Soch
19.8.2003

2. Prof. A. K. Indrayan
(Member)

A. K. Indrayan
19.8.2003

3. Prof. V. K. Saluja
(Member)

V. K. Saluja
19/08/03

I agree with the observations and recommendations made by the Peer Team in this report.

R. Gupta 19.8.2003
(Dr. Rama Gupta)
Principal
Principal,
R.K.M.V. Shimla-1