



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		MAHARAJA LAKSHMAN SEN MEMORIAL COLLEGE
Name of the head of the Institution		Ajay Kapoor
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01907-266339
Mobile no.		9418544045
Registered Email		mail.mls@gmail.com
Alternate Email		drmv52020@gmail.com
Address		Dr. Mukesh Verma, HOD, Department of English, MLSM College, Sundernagar, Distt. Mandi HP
City/Town		Sundernagar
State/UT		Himachal pradesh
Pincode		175018

<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Mukesh Verma
Phone no/Alternate Phone no.	01907266339
Mobile no.	9418052020
Registered Email	mail.mls@gmail.com
Alternate Email	drmv52020@gmail.com

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://www.mls.in/download/AQAR_2018-19.pdf">https://www.mls.in/download/AQAR_2018-19.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://www.mls.in/images/Calander.jpg">https://www.mls.in/images/Calander.jpg</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.08	2018	26-Sep-2018	25-Sep-2023

<b>6. Date of Establishment of IQAC</b>	15-Jun-2015
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**7. Internal Quality Assurance System**

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on Free and Open Source Software	25-Jul-2019 3	73

International Workshop on INDO-USWORKSHOP on Green Chemistry/Engineering & Technologies	11-Jul-2019 1	168
National workshop on New Rules & Officiating Techniques in Football	20-Dec-2019 2	146
Lecture on Recent advances in Magnetic Levitation Technology for Emerging applications in Research & Industry for the 21st century	22-Jul-2019 1	62
Introduction of Certificate Courses [Gchem paint, Avogadro, Fortran, Python, Libre office suite writer (IIT, Bombay) & Coordinate Chemistry (NEPTEL)]	15-Jul-2019 180	201
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
MLSM College Sundernagar	For Construction Work	HP Govt. (CM & MLA)	2020 365	3225500
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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

7

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

## 12. Significant contributions made by IQAC during the current year(maximum five bullets)

- Conducted workshops/seminars/conferences/lectures
- Introduced New Certificate Courses under Spoken Tutorial, IIT Bombay and courses under Swayam/NEPTEL/ARPIT
- Teachers provided with financial support to attend conferences / workshops
- Introduction of 'Bridge Courses'
- Strengthening of Feedback system

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## 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Maintance of Old Buildings/Furniture's	Renovation and repair work of Old buildings and Furniture's was carried out
Addition of ICT enabled Class-Rooms	Six additional ICT enabled classrooms were created
Strengthening of Feedback mechanism	Feedback procedure was simplified and large number of stakeholders actively participated in the process, Feedback Analysis Reports was placed before the Secretary Managing Committee for consideration
Introduction of Bridge Courses	Bridge Courses were introduced in some departments
Freeship to Students	Rs 320230/- were given as freeship to economically poor/needy students
Financial Support to Teachers	58 number of teachers were provided financial support of RS 41000/- to attend Seminars/Conferences/ Workshops
Motivate staff members for publications of Research papers/Articles/Books	6 faculty members published Chapters in edited Volumes / Books and 19 research papers were published in UGC notified Journals
Motivation to Teachers to attend Seminars/Conferences/ Workshops/Refresh er/Orientational/Short-terms Courses	191 faculty participated in Seminars/Conferences/ Workshops,19 faculty members presented papers and 58 attended FDP
Organize Seminars/Conferences/ Workshops	"The following Seminars/Conferences/ Workshops/Lecture were organized: <ul style="list-style-type: none"> <li>• INDO-US WORKSHOP on ""Green Chemistry/Engineering &amp; Technologies""</li> <li>• Recent advances in Magnetic Levitation Technology for Emerging applications in Research &amp; Industry for the 21st century</li> <li>• Three Day National Workshop On Free And Open Source Software (FOSS)</li> <li>• Two Day National Workshop on New Rules &amp; Officiating</li> </ul>

	Techniques in Football"
Addition of more Certificate/Addoncourses offered by IIT Bombay/NEPTEL/SWAYAM	Gchem paint, Avogadro, Python, Libre office suite writer, Coordinate Chemistry, Analytical Chemistry, Basics in Inorganic Chemistry AddOn/Certificate courses were started and 201 students completed the said courses
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
MLSM Managing Committee	05-Jun-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	21-Jan-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	MIS was installed during the session 201819. Due to some technical issues the institution could not fully continue with the same during 201920. Only some of the modules are in use. • Administration: All administrative work such as notices, notifications, and correspondences are made through mails and WhatsApp etc. MIS is used for preparing various reports required by the managing committee and government bodies. • Examination : Examination related details are made available to the students through MIS.
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## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution has the mechanism for planned curriculum delivery and documentation. It ensures the effective implementation of the curriculum through the academic calendar framed by the university and published in the college prospectus. The action plan for the same is finalized at the beginning of each academic semester. The Principal conducts meetings with different departments separately to discuss the workload of each teacher according to the number of teaching hours allotted in the curriculum. In these meetings, to ensure the effective transaction of teaching-learning process, the heads of different departments discuss at length the curriculum and the changes (if any) made by the university, requirements for additional staff (teaching and non-teaching), need for reference books / journals, instruments and any other teaching aids etc. well in advance to take the necessary decisions. A tentative time-table is framed by the Time-Table Committee of the college for the whole semester keeping in view the students' general problems regarding the combination of subjects as laid down by the university. After receiving students' grievances regarding clashes in periods due to subject choices, the problems of bus services (especially of the girl students) etc., the final time-table is displayed on the very first working day. To ensure effective implementation of the curriculum, the Principal seeks feedback from the heads of the departments / coordinators, teachers, students and parents at regular intervals. For effective curriculum delivery, teachers are given considerable freedom to devise their own teaching methodologies based on the needs of the subjects and the learners. In addition to the basic facilities for class room teaching, the college provides support materials in the form of library books, journals, magazines and internet facilities etc. to both the teachers and the students. Whenever needed, teachers can make use of modern audio-visual aids for the purpose of making the teaching learning process effective and interesting. The wi-fi enabled campus of the college provides teachers and students greater opportunity to have access to INFLIBNET and other e-Resources. Teachers are encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, projects and seminars apart from regular / traditional teaching methods. For effective delivery of the curriculum, the institution gives weightage to students' participation in academic interactions at various levels, and at the same time, sufficient consideration is given to the overall development of students by encouraging them to actively participate in the co-curricular activities of the college. The college also maintains a constant liaison with the university through formal or informal discussions with senior faculty in the university via telephonic conversations, e-mails and meetings. To analyze / ensure that the stated objectives of curriculum are achieved, the college encourages teachers to conduct a regime of continuous evaluation through assignments, seminars, mid-term tests and class tests. The institution follows the rules of the Himachal Pradesh University regarding the implementation of the curriculum. Any changes / directions in the curriculum made by the university are made available to the Heads of the Departments by the college.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Gchem paint	NIL	15/07/2019	180	Employability	Skill Development
Avogadro	NIL	15/07/2019	180	Employability	Skill Development
Python	NIL	15/07/2019	180	Employability	Skill Development

Libre office suite writer	NIL	19/07/2019	180	Employability	Skill Development
Coordinate Chemistry	NIL	29/07/2019	112	Employability	Skill Development
Analytical Chemistry	NIL	29/07/2019	112	Employability	Skill Development
Basics in Inorganic Chemistry	NIL	15/01/2020	28	NIL	Skill Development

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	201	Nil

## 1.3 – Curriculum Enrichment

### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Sericulture	01/07/2019	123
Gardening and Floriculture	01/07/2019	73
Creative Writing	01/07/2019	15
Economics and Rural Development	01/07/2019	15
karyalaya hindi	01/07/2019	15
Writing Skills	01/07/2019	895
Functional English	01/07/2019	58
Translation Studies Principles of Translation	01/07/2019	15
anuvaad vigyan	01/07/2019	15
Libre office suite writer	19/07/2019	99
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### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field
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		Projects / Internships
BEd	Internships	100
BBA	Internships	15
BSc	Field Trips	125
MSc	Field Trips	29
MSc	Field Trips	30
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#### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
<p>The college collects feedback from various stakeholders i.e. Students, Teachers, Parents and Alumni to analyze the institutional performance on different fronts. The IQAC of the college has formed a committee namely Feedback Governing Council to collect, analyze, prepare action taken report of the feedback and get uploaded on the college website. The Feedback Governing Council collects feedback under the following broad heads: 1. Feedback on Curriculum, Curriculum Delivery and on different aspects like Administration, Library, Sports and other facilities from students. 2. Feedback on overall institutional performance from Alumni 3. Feedback on facilities provided and holistic development of the students from the parents 4. Feedback on the Curriculum and Curriculum Delivery and the suggestions if any from the teachers. Earlier the college used to collect feedback manually by circulating questions to different stakeholders. From the session 2018-19 the Feedback Governing Council has developed a structural mechanism to collect and analyze the feedback from all stakeholders through online by using Google Form. This Google Form is available on college website. These feedback forms are made available to teachers, alumni and parents at the end of each semester/ year and to students when they seek admission in the next class/semester. The stakeholders by using their email ID can login and fill the given questions covering different aspects of teaching learning process. Feedback is also collected by sending questionnaires to some parents and alumni whose email addresses are not available with the college through Whatsapp. Google generates question wise graphic analysis of the feedback. The Feedback Governing Council thoroughly studies each and every Google analysis of the question and prepares a detailed analysis report of the feedback received and the suggestions given by the various stakeholders. The analyzed reports are forwarded to the IQAC of the college for further deliberations. The feedback received from different stakeholders is utilized for overall development and improvement of the college. The IQAC and Feedback Governing Council discuss the analysis report and sort out the important suggestions along with the weak and strong areas of teaching learning process. A detailed list is prepared and is forwarded to the Principal of the college, who is also the Secretary of the Managing Committee for further necessary action. The Principal forwards the feedback to the</p>



concerned Board of studies of the university / concerned departments /teachers/offices/library for consideration. Where the finance or other formalities are required to fulfill the constructive feedback, the Principal discusses with the President Managing Committee, highest governing body of the college. The said suggestions are discussed at length with the Management by the Coordinator IQAC and the Principal in the annual managing committee meeting. After due consideration, the Action taken report of the feedback is prepared by the Feedback Governing Council and put forward to the secretary cum principal of the college and get dully signed by the convener of Feedback Governing Council and the Principal. The Feedback Analysis and Action Taken Reports, dully signed by the signatories, are uploaded on the college website.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	NIL	200	200	200
BBA	NIL	180	64	64
BCA	NIL	180	148	142
MSc	Zoology	61	61	61
MSc	Botany	60	59	59
MSc	Physics	80	59	59
MSc	Chemistry	80	97	80
BCom	NIL	350	338	338
BSc	NIL	1408	1355	1355
BA	NIL	812	790	790

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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3061	259	65	14	11

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
79	79	15	13	Null	10

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has developed a well organized mentoring system from the session 2017-18. Earlier the academic progress of the students was monitored by the class / subject teachers but had not much scope to look into the strengths and weaknesses of a student from his / her personal perspective. Mentor mentee system has helped the teachers to understand the basic and universal as well as personal problems of the students. Similarly, this system has provided an opportunity to the students to freely approach and interact with their mentors. In this way, the mentors remain constantly in touch with the students to council and help them to cope up with their personal /academic problems. The college assigns mentorship to all the teachers of different departments. Being a multi-faculty institution, this mentoring system has been developed in two ways: a) The mentoring system in BA, B.Sc. and B.Com where the number of students is large b) Classes having fix number of seats c) Mentoring system for online add-on-courses For the large strength the concerned mentor splits his/her class into small groups and one student of each group acts as leader of the unit. The said leader prepares the personal and academic data of students of his/her group and hands over the same to the teacher in charge. The mentor keeps the record of his/her mentees and studies the data carefully. This helps the teacher to know and understand the family/financial background, previous education sought, strengths and weaknesses of each student of his/her class. It also helps the teacher to sort out weak and advance learners of his/her class. After understanding the needs and requirements of the students, the concerned mentors place the same at the right platforms. Similarly, the students understand the organizational culture on one hand and develop values of cooperation and coordination on other hand. In the classes having fix number of seats, the teachers themselves prepare the data and keep with themselves. The college has started online Add on courses in collaboration with IIT, Bombay under Spoken Tutorial Project supported by the National Mission on Education through ICT of MHRD, Govt. of India, to promote IT literacy and skills among students. Teachers from different faculties act as mentors for different courses opted by the students from various streams. This has increased the interdisciplinary approach among the students and the teachers. The introduction of mentorship has proved beneficial for both students and teachers. Most of the teachers have willingly started devoting extra hours for weak and advance learners besides their allotted workload, because of the close intimacy with the students. Mentoring system has generated parental feeling among students for their teachers. Due to the increase in teacher student interaction, it has improved class attendance and well as discipline in the campus.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3320	79	1 : 42

**2.4 – Teacher Profile and Quality**

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
87	79	8	5	41

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Manju Lata	Assistant Professor	Young Environmentalist Award
2019	Dr. Manju Lata	Assistant Professor	Young women Scientist Award in Botany
2019	Dr. Neha Sen	Assistant Professor	Best paper presentation award in international conference at Vallabh Govt.

			College Mandi, H.P
2019	Dr. Latesh Kapoor	Associate Professor	Best paper presentation-runners up award in Multi-Disciplinary International Conference
2020	Dr. Parul Goel	Assistant Professor	Young Women Scientist award in Plant Science
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MSc	Zoology	1st Semester	07/12/2019	18/08/2020
MSc	Botany	1st Semester	07/12/2019	18/08/2020
MSc	Chemistry	1st Semester	07/12/2019	18/08/2020
MSc	Physics	1st Semester	10/12/2019	07/08/2020
BEd	NIL	1st Semester	09/03/2020	27/10/2020
BPES	NIL	1st Semester	11/11/2019	21/07/2020
BCA	NIL	1st Semester	16/11/2019	20/07/2020
BBA	NIL	1st Semester	18/11/2019	20/07/2020
BBA	NIL	3rd Semester	15/11/2019	22/07/2020
BCA	NIL	3rd Semester	14/11/2019	27/07/2020
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has no power to make any evaluation reforms on its own. It only implements the reforms made by the affiliating university regarding internal assessment and evaluation. The Himachal Pradesh University has made substantial reforms in the evaluation system by switching from semester system to annual system in undergraduate classes from the session 2018-19 keeping in view the topographical as well as geographical conditions of the state. The college has adopted the system of 30 Internal Assessment (CCA) and 70 End Semester Examination (ESE) for under graduate classes as per the guidelines of the H. P. University. The college at its own has constituted different committees (the RUSA Committee, Examination Committee, Academic Affairs Committee) to ensure the effective implementation of the evaluation reforms. All the notifications regarding evaluation reforms from the H.P. University are communicated to the faculty through office circulars well in time. The general guidelines regarding Continuous Comprehensive Assessment (CCA) and End Semester Examination (ESE) are given on the very first page of the attendance register to sensitize the students about the general guidelines regarding house tests, class tests, assignments and attendance for the whole academic session. The college at its own level has adopted the following evaluation methodology to evaluate the performance / achievement of students: Class room attendance of the students,

performance in class tests and house tests. The IQAC of the college has been formed to monitor and evaluate the quality of the teaching learning process.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college follows a complete academic calendar for the whole session provided by the affiliating University. In addition, it also prepares its own annual calendar of various activities which is published in the prospectus before the commencement of the academic session. Teaching learning and evaluation proceeds according to these schedules. The college strives to impart student-centric learning. Regular classes are conducted and attendance records are maintained by each teacher. Seminars / discussions are conducted by different departments and students are encouraged to actively participate in these activities. Formative assessments are planned and executed by the college. The provisional dates for house tests are declared well in advance so that students can be better prepared for the evaluation process. Performance of the students is monitored and evaluated through class tests, house tests, assignments, project works and seminars as per the schedule. The performance of the students is communicated to them by the concerned teachers in their respective classes which help them to become aware of their weaknesses and strengths. The college conducts result analysis of the courses and compares the results of the college with that of affiliating university. In general, the teachers complete the curriculum within the stipulated time frame of the academic calendar.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://www.mlsm.in/download/PO\\_PSO\\_CO.pdf](https://www.mlsm.in/download/PO_PSO_CO.pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
NIL	BA	VI Semester	158	146	92.41
Medical	BSc	VI Semester	120	85	70.83
Non-Medical	BSc	VI Semester	220	128	58.18
NIL	BCom	VI Semester	112	95	84.82
Zoology	MSc	IV Semester	30	30	100
Botany	MSc	IV Semester	29	28	96.55
Physics	MSc	IV Semester	35	13	37.14
Chemistry	MSc	IV Semester	40	19	52.5
NIL	BPED	IV Semester	36	32	88.88

NIL	BEd	IV Semester	100	95	945
<a href="#">View File</a>					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<a href="https://www.mlsm.in/FeedbackAnalysis_2019_20.aspx">https://www.mlsm.in/FeedbackAnalysis_2019_20.aspx</a>
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## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	00	NIL	0	0
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Young Women Scientist Award	Dr. Manju Lata	Agricultural and Environmental Technology Development Society (AETDS)	02/12/2019	Botany
Young Environmentalist Award	Dr. Manju Lata	Agro Environmental Technology Development Society	29/09/2019	Environment and Allied Sciences
First Position in Paper Presentation	Dr. Neha Sen	Vallabh Government PG College Mandi	11/08/2019	Chemistry
Second Position in Paper Presentation	Dr. latesh Kapoor	Vallabh Government PG College Mandi	12/08/2019	Commerce
Young Women Scientist Award	Dr. Parul Goel	NTAEBSID	22/06/2020	Botany
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of
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Center			Start-up	up	Commencement
Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nil

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	1	.6
International	Biosciences	8	2
International	Chemistry	4	1.2
National	Education	5	0
National	English	1	0
<a href="#">View File</a>			

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Biosciences	5
English	1
<a href="#">View File</a>	

#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Promising Transcription Factors for Salt and Drought Tolerance in Plants.	Dr. Parul Goel	Plant Physiology Reports	2019	0	Institute of Himalyan bioresource and technology	Nil
Integrative analysis of	Dr. Parul Goel Dr. Parul Goel	Energy, Environment, and Sustainability	2019	1	Institute of Himalyan b	1

hexaploid wheat roots identifies signature components during iron starvation.		y			ioresource and technology	
Genome-wide identification and expression profiling of genes encoding universal stress proteins (USP) identify multi-stress responsive USP genes in Arabidopsis thaliana.	Dr. Parul Goel	Journal of experimental botany	2019	12	National Agri-food biotechnology Institute	10
Differential Pulse Polarographic Investigations on Glyphosate and Glufosinate Herbicides in Relation to Their Environmental Analysis	Dr. Naresh Kumar	Bulletin of Environmental Contamination and Toxicology (Springer)	2020	0	HP University Shimla	Nil
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Bio	Dr. Parul Goel	Plant Physiology Reports	2019	7	7	Institute of Himalyan b

						bioresource and technology
Bio	Dr. Parul Goel	Energy, Environment, and Sustainability	2019	7	7	Institute of Himalyan bioresource and technology
Bio	Dr. Parul Goel	Journal of experimental botany	2019	7	7	National Agri-food biotechnology Institute
Chemistry	Dr. Neha Sen	Journal of chemical Crystallography (Springer)	2019	1	1	Jiwaji University Gwalior
Chemistry	Dr. Naresh Kumar	Bulletin of Environmental Contamination and Toxicology (Springer)	2020	2	12	HP university Shimla
<a href="#">View File</a>						

### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	52	131	7	1
Presented papers	12	7	Nil	Nil
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
One Day Orientation Programme at Zonal Hospital, Mandi on 14th Nov., 2019	Red Ribbon Club, Mandi	1	3
Oath Taking Ceremony and Cleanliness campaign in an	As per direction of HPU, Shimla	5	75



around the college campus on 2nd Oct., 2019.			
Rally regarding Plastic Waste Management on 24th Sept., 2019	As per direction of HPU, Shimla	3	102
Oath Taking Ceremony on the occasion of Fit India Movement Inauguration Function on 29th Aug., 2019.	Direction from Prime Minister's Office	33	150
Lecture on Stress Management by Sh. Raj Kumar and Mr. Shanu on dated 29th Aug., 2019.	Art of Living, Sundernagar	5	78
Lecture on AIDS Awareness by Mrs. Manisha Prabha Counsellor at Civil Hospital Sundernagar, on International Youth Day on 22nd Aug., 2019.	NSS and Red Ribbon Club	17	92
Cleanliness Campaign in and around the college campus on 15th Aug., 2019.	As per direction of HPU, Shimla	7	70
Oath Taking Ceremony on Cleanliness in college campus on 10th Aug., 2019.	As per direction of HPU, Shimla	12	80
Plantation Campaign at Bhawana (Hara Bagh) on 29th July, 2019.	NSS Units and Forest Department Sundernagar Division	3	90
Mega Pollution Pakhwara	MLSM NCC Unit Sundernagar	2	63
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
State Mega Camp and Pre RD Selection Camp for	6 Volunteers and 1 Official	Himachal Pradesh University, Shimla	6

2019-20 held at Govt. College Karsog w.e.f. 24th Sept., 2019 to 28th Sept., 2019.			
Pre RD North Zone Camp held at Chitkara University, Rajpura w.e.f. 15th Nov., 2019 to 24th Nov., 2019	2 Volunteers and 1 Official	Himachal Pradesh University, Shimla	2
National Integration Camp held at MCMDAV College Kangra (H.P.) w.e.f. 24th Feb., 2020 to 1st March, 2020.	2 Volunteers	Ministry of Youth Affairs and Sports	2

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Health and Hygiene	Direction from Prime Minister's Office	Oath Taking Ceremony on the occasion of Fit India Movement Inauguration Function on 29th Aug., 2019	33	150
Gender Issue	As per direction of HPU, Shimla	Lecture on Constitution Day by Dr. Rajinder Singh and Oath Taking Ceremony on 26th Nov., 2019.	12	140
AIDS Awareness	Red Ribbon Club and B.Ed. Department	Rally on World AIDS Day on 6th Dec., 2019.	7	110
AIDS Awareness	Red Ribbon Club, Mandi	One Day Orientation Programme at Zonal Hospital, Mandi on 14th Nov., 2019	1	3
AIDS Awareness	NSS and Red Ribbon Club	Lecture on AIDS Awareness by Mrs. Manisha	17	92

		Prabha Counsellor at Civil Hospital Sundernagar, on International Youth Day on 22nd Aug., 2019		
Save Environment	District Disaster Management Authority, Mandi, Himachal Pradesh.	Workshop on Disaster Management on 22nd Dec., 2019.	8	100
Save Environment	As per direction of HPU, Shimla	Rally regarding Plastic Waste Management on 24th Sept., 2019	3	102
Swachh Bharat	As per direction of HPU, Shimla	Cleanliness Campaign in and around the college campus on 15th Aug., 2019.	7	70
Swachh Bharat	As per direction of HPU, Shimla	Oath Taking Ceremony on Cleanliness in college campus on 10th Aug., 2019.	12	80
Swachh Bharat	NSS Units and Forest Department Sundernagar Division	Plantation Campaign at Bhawana (Hara Bagh) on 29th July, 2019.	3	90
<a href="#">View File</a>				

### 3.5 – Collaborations

#### 3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
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#### 3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant

Teaching Learning	Teaching Practice	Govt. SSS Boys Sundernagar, Govt. SSS Jarol Sundernagar, Govt. SSS Malloh, Sundernagar, Govt. SSS Kalohad, Sundernagar, Govt. High School, Chambi, Sundernagar, GHS, Beena, Sundernagar, GHS Sehli, Sundernagar	15/05/2019	16/05/2019	99
Research Sharing	Joint Workshop on Green Chemistry Engineering and Technologies	Punjab University Chandigrah	11/07/2019	11/07/2019	68
Project Work	Workshop on Digital Marketing	Digiperform Sundernagar	26/12/2019	28/12/2019	31
Internship	Internship for BBA Students	Oceana Tech., Chandigrah, Shimla Automobile, Kangra Central Co-operative Bank, ACC Pvt. Ltd. Barmana (HP), Himalya Motor Pvt. Ltd. Chakar	08/01/2020	17/02/2020	15
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	Nil
<a href="#">View File</a>			

**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES****4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
521.13	222.1

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Others	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Newly Added
Class rooms	Newly Added
Campus Area	Existing
<a href="#">View File</a>	

**4.2 – Library as a Learning Resource**

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	34633	6104807	1200	448690	35833	6553497
Reference Books	5128	1621975	24	12949	5152	1634924
Journals	27	42785	Nill	Nill	27	42785
Digital Database	2	45220	Nill	19470	2	64690
CD & Video	366	Nill	7	Nill	373	Nill
Library Automation	26700	Nill	3800	Nill	30500	Nill

Weeding (hard & soft)	4578	395057	Nil	Nil	4578	395057
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	111	68	92	10	10	15	8	88	0
Added	7	5	7	0	0	2	0	0	0
Total	118	73	99	10	10	17	8	88	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

88 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NIL</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
44.1	2065303	107.8	7471643

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>Annual budgetary provisions are made by the Managing Committee of the college for the maintenance and upkeep of the infrastructural facilities and equipments. The college carries out the repairs and maintenance through private agencies by inviting quotations and the concerned committees like purchase committee, estate committee and building committee etc. to monitor the said work. The college also makes spot purchases through spot purchase committee to ensure the quality and the cost. All labs are assisted by lab attendants / assistants under the supervision of the head of the concerned departments. The college has a separate fund which is utilized to fill the requirements of</p>
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procurement, up gradation, deployment, maintenance of the computers and their accessories as and when needed. The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities  
**DETAILS OF THE BUDGET ALLOCATED DURING LAST YEAR S.**  
 No. Particulars of Expenditure Amount Allocated in Budget 2019-20  
 A Building 3000000 B Furniture 270000 C Equipment 1450000 D Computers 900000 E Library 820000 Total (A-E) 6440000

<https://www.mlsm.in/download/Procedure & Policies 2019-20.pdf>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial Support to Economically Poor, Tuition Fee Exemption to Girls	1630	320230
Financial Support from Other Sources			
a) National	0	Nil	0
b) International	0	Nil	0

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#### 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Bridge Course	12/08/2019	32	Department of English, MLSM College Sundernagar
Yoga	21/06/2020	138	NCC Unit of MLSM Department of Physical Education
Personal Counselling and Mentoring	12/08/2019	3320	All Departments, Different Cells and committees
Remedial Teaching	08/07/2019	129	Department of Education and Chemistry
Language Lab	12/08/2019	45	Department of English Department of Education
Bridge Course on Electronics	21/08/2019	21	Dept. of Physics, MLSM College Sundernagar
Soft Skill Development	01/08/2019	983	Department of English MLSM College

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#### 5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the

institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Information regarding internshala (an internship and on line training platform)	Nill	100	Nill	Nill
2019	Seminar on Digital Awareness and career Opportunities in Digital India	Nill	100	Nill	Nill
2019	Special Lecture on Higher Education in India & Career Prospects for BCA 6th Semester	Nill	31	Nill	Nill
2020	Online Coaching for M.Sc. Entrance Exam Botany	36	Nill	Nill	Nill
2019	Lecture on 'Career options in 21st century and the required skill set'	Nill	90	Nill	Nill
2020	Online Coaching for M.Sc. Entrance Exam Zoology	48	Nill	Nill	4
2020	M.Sc. Chemistry Entrance Test Online Coaching	63	Nill	Nill	Nill



2020	Online Coaching for M.Sc. Entrance Exam Physics	20	Nil	Nil	Nil
2020	Motivational Interaction by Institute for Banking Education Services (IBS)	Nil	85	Nil	Nil
2020	Wlak-in-interview Himalayan Honda mandi	Nil	34	Nil	Nil
<a href="#">View File</a>					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	15	B.Com.	Commerce	Different Institutes	Different Programmes
2020	3	M.Sc. Zoology	Biosciences	Different Institutes	Different Programmes
2019	5	B.Ed.	Education	Different Institutes	Different Programmes
2020	18	B.Ed.	Education	Different Institutes	Different Programmes
2020	49	B.Sc	Chemistry	Different Institutes	Different Programmes
2020	5	BCA	Computer Application	Different Institutes	Different Programmes

2020	2	BBA	Business Administration	Different Institutes	Different Programmes
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
GATE	1
NET	2
SET	2
Any Other	15
<a href="#">View File</a>	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Atheletic Meet	College Level	300
National Sports Day	College Level	200
Intra-Mural Competition	College Level	172
Choti Diwali Celebration	College Level	300
Handball Championship	H P Univ. Inter-College Championship	210
Kabaddi (Women)	H P Univ. Inter-College Championship	144
Cricket (Men)	H P Univ. Inter-College Championship	300
Lakshman Jayanti	College Level	100
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	GOLD medal in North Zone Inter Varsity Kabaddi (W) Championship , Gold medal in All India Inter Varsity Kabaddi	National	3	Nil	191215, 191404	Mahak Thakur, Shashi Thakur

	(W) Championship, Gold medal in Khelo India Kabaddi (W) Championship					
2020	Silver medal in Senior national Kabaddi (W) Championship	National	1	Nil	9267	Bhavna Devi
2020	Gold medal in Khelo India under -21 Kabaddi (W) Championship 2020	National	1	Nil	9267	Bhavna Devi
2020	Silver medal in Senior national Kabaddi (W) Championship 2020	National	1	Nil	9269	Reena kumari
2020	Silver Medal in All India Inter Varsity HandBall (w) Championship-2020	National	1	Nil	18523	Simran
2020	Silver medal in Federation cup Hand Ball (W) Championship 2020 .	National	1	Nil	181241	Jayoti
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College Student Central Association (CSCA) of M.L.S.M. College Sundernagar is a representative of the student community nominated on the basis of excellence in Academics, Sports, Cultural, NCC, NSS and other activities in the

college. The College Student Central Association (CSCA) is constituted in the college as per the constitution provided by the Himachal Pradesh University, Shimla. The CSCA comprises of four office bearers from different faculties viz. i) President ii) Vice President iii) Secretary iv) Joint Secretary along with class / department representatives. The student representatives on the CSCA hold office for a period of 1 year. The CSCA functions under the guidance of an advisory committee. As per the constitution, the President of the CSCA of the previous session works as the ex officio member of the college managing committee, the highest decision making body of the institution. This helps the managing committee to take relevant decisions in the interest of the students. The CSCA continuously strives to identify student-related issues and helps to resolve them. Most of the activities of the college, throughout the session, are organized under the supervision of the CSCA.

4. FOUR CENTRAL COMMITTEES OF CSCA: i. Academic Committee ii. Cultural Affairs Committee iii. Food, Health Hygiene Committee iv. Sports Committee

Roles and Responsibilities of Class and Departmental Representatives: i) The academic committee shall look into matters related to academic activities The 18 Class Representatives (CRs) and 5 Departmental Representatives (DRs) will be part of the Academic Committee who shall be responsible for the coordination between the institution and the students, will be expected to give feedback on behalf of the entire class regarding review of syllabus, course structure, introduction of new courses and of academic facilities in CSCA meetings. ii) The Cultural Affairs Committee shall co-ordinate all activities of the clubs and societies and will prepare the road map of all cultural activities keeping in consideration the H.P. University calendar for Youth Festival. It shall regularly review the progress of cultural events and offer suggestions to modify the plan of individual club and society. It will organize NAVRAS, the annual fest of the CSCA. The fest organizing committee is a subcommittee under the Cultural Affairs Committee of the Student Council. iii) Food, Health Hygiene Committee shall be represented by the General Secretary. The functions of the committee include discussions on all matters pertaining to canteen / mess facilities in the college campus and hostel. It shall seek feedback by the student community and authorities and act accordingly to improve the quality of food and services provided in the Canteen/ Mess. iv) Sports Committee shall co-ordinate all activities of the various games and will draw up the program of all sports activities on the basis of sports calendar of H.P. University. Events' Calendar shall be prepared in every semester based on the proposals made by the various game in-charges. The committee shall review the progress of games and sports events and shall offer suggestions to meet the objectives of the CSCA.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Yes, the college has a registered Alumni Association which was formed in 17/12/2009 vide registration No. Sundernagar 4/10 dated 11/02/2010. For some reason or the other it could not remain active. The college has reconstituted alumni association named MLSMCOSA (Maharaja Lakshman Sen College Old Student Association). It has its own website: <http://www.mlsmcosa.org>. The aims and objectives of the association are: 1) to maintain union, friendship and fellowship among the old students of the college 2) to foster the interests of old students in the present day activities and aspirations of the college 3) to cooperate with the college management and administration for the betterment of the college and students 4) to fund scholarships, awards and promote any other objectives of the college interest. 5) all the income and earning of the alumni association will solely utilized for the promotion of its aims and objectives. The association holds its annual meetings to discuss about the development of the institution and what contribution it can make towards the development. Time

to time the members of the MLSMCOSA formally and informally gives valuable feedbacks and suggestions. The MLSMCOSA also prepares and uploads the data base of students' progression to the higher education on its website.

5.4.2 – No. of enrolled Alumni:

126

5.4.3 – Alumni contribution during the year (in Rupees) :

79129

5.4.4 – Meetings/activities organized by Alumni Association :

2

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

6.1.1 Two Practices of Decentralization and Participative Management 1. The Managing Committee which is the highest governing body of the institution, has two members from teaching and one member from nonteaching staff, who are elected by their respective staff members and the Management has no role in their selection. Two other members from teaching and one from nonteaching are being nominated as members. All the members enjoy equal rights in the Managing Committee. It is also the first college in the state to give representation to students by nominating the outgoing President of CSCA as a member of the college Managing Committee. The Managing Committee has established various standing committees like the Finance Committee, Academic Affairs Committee, Administrative Affairs Committee, LSIBET Advisory Committee and Departmental Promotion Committee, which have the nominated members from teaching and nonteaching, to review different aspects of the functioning of the college and recommend changes in policy to the Managing Committee. The Managing Committee works in consultation with teachers to find out and improve the areas of weaknesses. 2. The college has Employees' Welfare Scheme (EWS) which was framed solely by the employees of the institution (teaching and nonteaching) for the welfare of the employees in consultation with the Managing Committee. EWS is a unique scheme which facilitates medical reimbursement to its employees along with loan facility on simple interest basis for different purposes. The corpus of the scheme was initially contributed by the management. Employer and the employees regularly contribute on the basis of 1:1 which is at present 1:4.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Curriculum is prepared and designed by the affiliating university. The institution ensures the effective implementation of the curriculum through the academic calendar framed by the university. Distribution of workload and framing of timetable is done in time. The college provides all

the basic facilities for the effective delivery of curriculum in class room teaching, support materials in the form of library books, journals, magazines and internet facilities etc. to both the teachers and the students. Teachers are encouraged to impart the curriculum through innovative teaching methods.

Teaching and Learning

Teaching Learning To impart student-centric learning the college adopts an inclusive approach to maintain equity and ensures access to all the resources of the college. Regular classes are conducted and attendance records of the students are maintained. The college organizes seminars, workshops, competitions, tutorial/remedial classes and discussions etc at the departmental level to promote academic growth. To assess the performance of learners, formative assessment is planned and executed by the college through regular class tests and House Examinations. The overall performance of the students is measured on the basis of their achievement in formative and summative assessments.

Examination and Evaluation

Examination and Evaluation It is the affiliating university which conducts semesterend / yearend examinations and the evaluation process. The college only implements the reforms made by the affiliating university regarding internal assessment and evaluation. The college at its own has constituted different committees (the RUSA Committee, Examination Committee, Academic Affairs Committee) to ensure the effective implementation of the evaluation/examination reforms. The college at its own level has adopted the following evaluation methodology to evaluate the performance / achievement of students: Class room attendance of the students, performance in class tests and house tests.

Research and Development

Research and Development The teachers of the college are active in research activities. The faculty publishes research papers and research articles in national and international journals. The college encourages its teachers to participate in academic seminars by granting leave and providing financial support for the purpose. The institution also makes constant efforts

to instill a scientific temper among its students through minor research project works. To enhance research culture in the institution the college has established a material research lab in the department of Physics.

Library, ICT and Physical Infrastructure / Instrumentation

The automation of library is in process. No. of ICT facilities, Journals, ejournals and ebooks and the seating capacity have been increased during the year. • The college has made its campus free wifi enabled. To enhance the ICT facilities the Bandwidth internet connection has been increased from 40 MBPS to 88 MBPS. Many more systems have been added to the existing one. • The college added more rooms and labs to its existing infrastructure in the year 201819. The construction of upper story of sports complex has been started. More equipments and instruments in different laboratories have been added.

Human Resource Management

Human Resource Management The institution motivates and supports faculty to participate in Orientation programmes, Refresher courses, Seminars, Workshops etc. for their academic growth. Faculty members are assigned duties as conveners of different subcommittees formed by the Principal to have managerial as well as administrative experiences. The college also makes arrangements for the professional training of the teaching as well as nonteaching staff.

Industry Interaction / Collaboration

Industry Interaction / Collaboration The department of Business Administration assigns its students with project work and makes them visit the business and industrial organizations so that they can have interaction with the industries to complete their projects. The Department of Education and Physical Education have the collaboration with Composite Regional Centre (CRC), Sundernagar which conducts workshops the students of the said departments every year.

Admission of Students

The college observes complete transparency in admission process. Admission committees are formed which guide and counsel the students about different subject combinations. The admits the students as per the number of seats fixed the competent

authorities. In M.Sc.'s and B. Ed. programmes students are admitted on the basis of test conducted by affiliating university. In BPE and B.P.Ed. students are admitted on the basis of merit and ground test conducted by a committee constituted by the H.P. University.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Finance and Accounts	The college uses the Tally software for proper and efficient functioning of Finance and Accounts. The transactions are made through echallan. The administrative office keeps all the financial records separately as per the events and transactions made for. It maintains the Books of Accounts properly which helps in auditing procedure.
Student Admission and Support	The college uses ICT facilities for the admissions of the students in various classes. The records of the admitted students are maintained through e-governance. In some classes the online admission procedure is followed. The college provides online facilities for filling various scholarship forms.
Examination	The college extends ICT support to the students to fill online examination forms. Examination related details are made available to the students on college website. The college has an exclusive service counter which provides every supports to the students' grievances related to online examinations and results
Planning and Development	Planning and development works are carried out by making use of ICT facilities. For purchasing of equipments, furniture and other developmental projects, online quotations are invited.
Administration	Administration for faster and more efficient delivery of public services and improving internal efficiency, all administrative work such as notices, notifications, and correspondences are made through mails and WhatsApp etc. The office is ICT enabled and all data keeping is done through ICT tools. The college have Biometric attendance for teaching and nonteaching staff. The college campus has CCTV Cameras surveillance



**6.3 – Faculty Empowerment Strategies**

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Neha Sen	Multi Disiplinary International Conference on Natural Resource Management for Social-Economic Development of Westron Himalyas 10-12 August 2019	VGC Mandi	750
2019	Dr. Rajni	Free and Open Source Software 25,26,27 July 2019	MLSM College Sundernagar	500
2019	Dr. Romita	Free and Open Source Software 25,26,27 July 2019	MLSM College Sundernagar	500
2019	Ms. Shivinder Kaur	Free and Open Source Software 25,26,27 July 2019	MLSM College Sundernagar	500
2019	Ms. Monika Guleria	Free and Open Source Software 25,26,27 July 2019	MLSM College Sundernagar	500
2019	Ms. Dharmendra Arya	Free and Open Source Software 25,26,27 July 2019	MLSM College Sundernagar	500
2019	Ms. Dharmendra Arya	Multi Disiplinary International Conference on Natural Resource Management for Social-Economic Development of Westron Himalyas 10-12 August 2019	VGC Mandi	750
2019	Dr. Vivek Kumar (Bio)	Multi Disiplinary International	VGC Mandi	750

		Conference on Natural Resource Management for Social-Economic Development of Westron Himalyas 10-12 August 2019		
2019	Dr. Ashish Gautam	Free and Open Source Software 25,26,27 July 2019	MLSM College Sundernagar	500
2019	Sh. D.S. Rana	Free and Open Source Software 25,26,27 July 2019	MLSM College Sundernagar	500
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Workshop on Free and Open Source Software	Nil	25/07/2019	27/07/2019	35	Nil
2019	National workshop on New Rules Officiating Techniques in Football	Nil	20/12/2019	21/12/2019	29	Nil
2019	International Workshop on INDO-US WORKSHOP on Green Chemistry/Engineering Technologies	Nil	11/07/2019	11/07/2019	26	Nil
2019	Lecture on Recent advances in	Nil	22/07/2019	22/07/2019	32	Nil

Magnetic Levitation Technology for Emerging applications in Research Industry for the 21st century

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme organised by Electronics ICT Academy Patna And School of basic and applied sciences , Maharaja Agarsen University, Solan, H.P.	2	24/11/2019	07/12/2019	14
Refresher course Environment Sciences at HRDC GNDU, Amritsar, 2019.	2	09/12/2019	23/12/2019	15
4-week introductory course on Learn Moodle Basics run by Moodle HQ	1	01/04/2020	30/04/2020	30
Online training on Business Communication skills	1	16/05/2020	12/06/2020	28
FDP course in Chemical Applications of Symmetry and	1	02/02/2020	29/03/2020	56

Group Theory through SAWAYAM online mode organised by NPTEL-IIT Kanpur under MHRD initiative.				
Annual Refresher Programme in English Language Training online mode organised by ARPIT Course for Career Advancement scheme	2	15/09/2019	06/01/2020	112
Refresher Course(Online) in Chemistry SAWAYAM online mode organised by AICTE under MHRD initiative.	1	10/12/2019	31/03/2020	112
Online Refresher Course in Chemistry for Higher Education - Swayam ARPIT	1	01/09/2019	31/12/2019	122
NPTEL Online certification Course in Numerical Methods Simulation Techniques for Scientists and Engineers (Swayam)	1	26/08/2019	11/12/2019	56
FDP courses in Analytical Chemistry and through SAWAYAM online mode organised by NPTEL-IIT Kahargpur under MHRD initiative	2	27/07/2019	18/10/2019	84
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
26	53	18	30

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Employees Welfare Scheme (EWS)	Employees Welfare Scheme (EWS)	Freeships/ Scholarships

### 6.4 – Financial Management and Resource Mobilization

#### 6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

To ensure effective and efficient utilization of financial resources, the college performs two types of financial audits: 1 Internal Audit which is carried out by the Bursar of the college as per requirements. 2 External Audit is done through a Chartered Accountant every year hired by the college. Audits are also conducted by the Govt. of Himachal Pradesh and the Accountant General of India. Last audit was conducted by the college Chartered Accountant, M/s. Bhanot, Sapan and Associates, Nagrota Bagwan, Kangra on 16/12/ 2017 for the financial year 201617. No serious audit objections were raised in the last five years, but some following notes were reported: • The advance taken by the employees shall be submitted in a specified time. • The Loans and Advances balances are subject to confirmation. • The Printout of the Books has to be taken and kept properly. • Previous year figure has been regrouped and reclassified wherever considered necessary. The last audit was carried out by AG Office, HP Government, on 21/11/2013 the objections raised have been removed. Compliance: Arrears of previous years have been deposited. Notices were issued to the employees to settle their advances.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Individual/MLA/ Chief Minister	3225500	For Construction Work
<a href="#">View File</a>		

#### 6.4.3 – Total corpus fund generated

3225500
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### 6.5 – Internal Quality Assurance System

#### 6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	No	Null
Administrative	No	Null	No	Null

#### 6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Due to Covid-19 pandemic no PTA meeting could not be conducted.
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#### 6.5.3 – Development programmes for support staff (at least three)

NIL
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## 6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Organized workshops/seminars/conferences/lectures • Introduced New Certificate Courses under Spoken Tutorial, IIT Bombay and courses under Swayam/NEPTEL/ARPIT • Teachers provided with financial support to attend conferences / workshops/publications etc.

## 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

## 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	International Workshop on INDO-USWORKSHOP on Green Chemistry/Engineering Technologies	11/07/2019	11/07/2019	11/07/2019	168
2019	Introduction of Certificate Courses [Gchem paint, Avogadro, Fortran, Python, Libre office suite writer (IIT, Bombay) Coordinate Chemistry (NEPTEL)]	15/07/2019	15/07/2019	15/01/2020	201
2019	National Workshop on Free and Open Source Software	25/07/2019	15/07/2019	27/07/2019	73
2019	National workshop on New Rules Officiating Techniques in Football	20/12/2019	20/12/2019	21/12/2019	146
2019	Lecture on Recent	22/07/2019	22/07/2019	22/07/2019	62

advances in  
Magnetic  
Levitation  
Technology  
for Emerging  
applications  
in Research  
Industry for  
the 21st  
century

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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Equality	14/10/2019	14/10/2019	15	Nil
Legal Status and Rights of Women in India	07/03/2020	07/03/2020	72	38
Lecture on AIDS Awareness by Mrs. Manisha Prabha Counsellor at Civil Hospital Sundernagar, on International Youth Day on 22nd Aug., 2019.	22/08/2019	22/08/2019	84	25
Rally on World AIDS Day	06/12/2019	06/12/2019	84	33
Lecture on Stress Management	29/08/2019	29/08/2019	53	30
Rally on World AIDS Day	06/12/2019	06/12/2019	82	28
"Say Not To Drugs" Campaign by Govt. of India Slogan Writing, Poster Making Contests and Rally were organised	23/11/2019	23/11/2019	63	45
Rally on Nasha Nivaran	20/02/2020	20/02/2020	58	32

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The college makes efforts to keep the college campus ecofriendly and green. It is richly endowed with plants and trees, some of which are almost a century old. The students are always encouraged to plant more and more trees and keep the campus clean. The college celebrates Van Mahotsav in which staff and students plant trees and inspires the students to plant more and more trees in their surroundings. The college campus is plastic free as the Himachal Pradesh Government has banned the use of plastic bags. Percentage of power: 16.15, Solar Water Heater (Alternate Energy Initiative) 6.7 Percentage Lighting through LED bulbs.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	Yes	Nil
Scribes for examination	Yes	Nil
Any other similar facility	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nil	01/07/2019	40	Consultancy and Ground Facility	Advantages of Dept of Physical Education	80
2019	Nil	1	01/07/2019	15	Ground Facilities	Allowing the other nearby institutions lacking ground facilities	100
2019	1	Nil	01/07/2019	80	Library Facility	Extending locational advantage to the community by allowing	34



						the students to visit the library	
2019	Nil	1	24/10/2019	2	Visits	Visit to Orphanage and Old age home to inculcate human values among youth and locality	45
2019	1	1	02/10/2019	15	NSS and NCC local Initiatives	Visit to community hospital and cleanliness drive, Blood donation, addressing the locational advantage to the locality	76
2019	Nil	1	01/07/2019	365	Ground Facilities	Allowing local community to use the ground	125

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
THE HIMACHAL PRADESH UNIVERSITY ACT, 1970	01/07/2019	The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols Fundamental Duties and Rights of Indian citizens and other constitutional obligations Number of activities conducted for promotion of universal values (Truth, Righteous

conduct, Love, NonViolence and peace) national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Plantation Campaign at Bhawana (Hara Bagh) on 29th July, 2019.	29/07/2019	29/07/2019	90
Oath Taking Ceremony on Cleanliness in college campus on 10th Aug., 2019.	10/08/2019	10/08/2019	80
Cleanliness Campaign in and around the college campus on 15th Aug., 2019.	15/08/2019	15/08/2019	70
Oath Taking Ceremony on the occasion of Fit India Movement Inauguration Function on 29th Aug., 2019.	29/08/2019	29/08/2019	150
Rally regarding Plastic Waste Management on 24th Sept., 2019	24/09/2019	24/09/2019	102
"Say Not To Drugs" Campaign by Govt. of India Slogan Writing, Poster Making Contests and Rally were organised on 23rd Nov., 2019	23/11/2019	23/11/2019	93
Rally on Nasha Nivaran Campaign on 20th Feb., 2020.	20/02/2020	20/02/2020	87

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#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Suitable arrangements are made for disposal of the waste by placing dustbins on each floor of different blocks and in the campus.
- The students plant more and more trees and keep the campus clean.
- Most of the students and staff use

public transport and avoid their own vehicles for transportation. • The college campus has been made plastic free • A large soak pit has been made for effluents from the Chemistry labs.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Two Best Practices  
**FIRST BEST PRACTICE** Title: Employees' Welfare Scheme 2000: A Reflection of Security and Involvement Goal: To provide domiciliary medical reimbursement benefits and loan facility to the employees of the MLSM College and allied Institutions. Context: As the employees of 95 grant-in-aid and privately managed institutions were not entitled for Medical reimbursement, the college introduced employees' welfare scheme. which raised a sense of security, feeling of involvement and participation among the employees. Practice: Initially, the corpus for the scheme was contributed by the Managing Committee with a sum of Rs. 10 lac. In the beginning, the employees and the employer regularly contributed an amount of Rs 100 on the basis of 1: 4 which is now in the ratio of 1:1. The members of the scheme and their dependents are reimbursed any amount which the employee has to pay for medical emergencies on 100 basis as per government norms. The college adheres to all the welfare schemes of the state government such as GIS (Group Insurance Scheme) and EPF. To oversee the operation of the corpus the Managing Committee has appointed a three member committee consisting of the Principal of the College, the senior among the teacher representatives on the Managing Committee and the representative of the non-teaching staff on the Managing Committee. Out of the corpus, the amount specified under the rules can be utilized to sanction loans to the permanent employees who are members of this scheme at the rate of interest to be decided by the committee from time to time (simple interest). Evidence of success During the last five years, 11.5 employees claimed Medical reimbursement and 7.85 raised loan. Problems encountered: To check the Fake bills  
**SECOND BEST PRACTICE**  
**SPORTS AND CULTURE: A NECESSITY FOR HOLISTIC DEVELOPMENT** GOAL To impart an education that will help the students in their holistic development. CONTEXT The college lays equal emphasis on curricular as well as sports and cultural activities which are an integral part of our vision for the students in today's complex and competitive world. PRACTICE For over forty years, our college has consistently maintained a tradition of excellence in sports and culture. Our sports persons have brought glory not only to the college but also to the H P University, state and the nation. It has participated in many sports, games cultural activities at state and national level. Recognizing the excellent performance of our students in the game of Boxing at the National level, the District Sports Council, Mandi, has designated this college as a Centre of Excellence for Boxing. EVIDENCE OF SUCCESS Our students have got highly commended and commended positions in Himachal Pradesh University Youth Festival and represented the H P University many times. Many students of this college have represented Himachal Pradesh University in Inter-Varsity Championships in various sports and games. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED Lack of adequate financial resources to establish and upgrade facilities and also provide proper nutrition to sportspersons.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.mlsm.in/download/Two%20Best%20Practices.pdf>

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college is striving to achieve the mission of the institution. The course

curriculum, teaching methodology, participative governance, promotion of inclusiveness in higher education, sports and cultural activities are all continuous practices in the college. TITLE: SELF FINANCING COURSES: A PIONEER INSTITUTION GOAL To achieve academic excellence, as reflected in the vision and mission of the college, our college aims at imparting an education that produces intelligent, creative and sensitive human beings that can respond positively to the challenges of changing times. The college also believes that courses which help our students find productive employment will contribute positively to social enrichment. CONTEXT A larger number of educated youth of the state are not in a position to get meaningful employment without professional degrees. In the present era of liberalization, privatization and globalization (LPG), apart from an exposure to a number of subjects of study at the 2 level and the UG degree, young people need functional skills to get employment in the global context. Many students from Sundernagar in particular and from Himachal Pradesh in general had to go out of the state to pursue such courses. PRACTICE M L S M College is a pioneer institution to start courses under the self financing scheme in the state of Himachal Pradesh. It was the first affiliated college to start the Bachelor of Business Administration (BBA) degree programme in the year 1996. In continuation of the same practice, the college was the first in the state to introduce the B. Ed. in 1998. The college started BCA in 2001, B.P.Ed. in 2007 and BPE in 2008 respectively. In July 2010 the college became the first in the state to start M.Sc's in Physics and Chemistry in 2010-11 followed by M. Sc. Botany and Zoology in 2013. The practice of starting self financing courses has given excellent results and has put a positive impact on the academic environment of the college. EVIDENCE OF SUCCESS With the inception of self financing courses in 1996, it has been observed that our students have set a benchmark of bagging top positions not only in the district but also at the state level. Every year the students of this college mark their presence in the first ten top positions of the H P University results. With the beginning of the courses like B. Ed. and the M.Sc's, the students of the college have got an opportunity to interact with eminent scholars across various fields who visit the institution from time to time. Students of different departments, transcending the boundaries of disciplines, are enthusiastically participating in seminars, presentations and discussions. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED To generated financial resources to meet the requirements of the courses To create infrastructure as per the requirement of the courses To seek affiliations from different statutory/ affiliating bodies To attract and retain eligible and well qualified faculty

Provide the weblink of the institution

<https://www.mlsm.in/download/Institutional%20Distinctiveness.pdf>

## 8.Future Plans of Actions for Next Academic Year

Future Plans 2019-20 • To develop Management Information System (MIS) for the maintained and development of Institutional Database to ease the process of student enrollment, systematic record maintenance, Online Fee Payment and Online registration etc. • To organize training programmes / workshops for teachers and non-teaching staff at the institutional level through offline/online/webinar mode. • To increase the number of ICT enabled classrooms with high-speed internet connectivity for better and effective online mode of teaching-learning process. • To build a culture of research and to motivate the teachers, to enhance the financial support to the teachers who go for attending / presenting papers in seminars/ conferences/ workshops. • To motivate staff members to attend more seminars/ conferences/ workshops and present papers. • To motivate staff members for publications of Research papers/Articles/Books • To simplify the items of the feedback questionnaire framed for different stakeholders and make them bilingual(both in Hindi and English) and put forward the Feedback Analysis to the

Principal cum Secretary Managing Committee for implementation for better and effective feedback. • To organize more national/international level workshops, seminars, conferences and webinars for staff and students in the college. • To create a separate reading section for PG students and add more reading space for other students in the library. • To sensitize the students towards gender equality and cross cutting issues, IQAC proposes to motivate different committees and cells to increase the number of activities related to such issues. • For infra-structural development, IQAC proposes to get completed the First floor of the Sports Complex and top floor of the LSIBT building to add more class rooms, staff rooms, common rooms, and wash rooms etc. • To install more inverters and computers in the ICT enabled rooms for better and smooth functioning of teaching learning process, • To motivate more students and teachers for New Certificate Courses offered by Swayam/NEPTEL/ARPIT MHRD, Govt. of India • To introduce Bridge Courses/Remedial Teaching for more number of students. • To organize Orientation Programms in beggning of the session for new comers in the college to sensitize them with related courses.