



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 1)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
MAHARAJA LAKSHMAN SEN MEMORIAL COLLEGE**

**Sundernagar
Himachal pradesh
175018**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

Section I: GENERAL INFORMATION

| | | |
|--|---|--|
| 1.Name & Address of the institution: | MAHARAJA LAKSHMAN SEN MEMORIAL COLLEGE Sundernagar Himachal pradesh 175018 | |
| 2.Year of Establishment | 1976 | |
| 3.Current Academic Activities at the Institution(Numbers): | | |
| Faculties/Schools: | | |
| Departments/Centres: | 17 | |
| Programmes/Course offered: | 23 | |
| Permanent Faculty Members: | 30 | |
| Permanent Support Staff: | 19 | |
| Students: | 2961 | |
| 4.Three major features in the institutional Context (Asperceived by the Peer Team): | 1. A 42 year old co-educational, Grant-in-aided, affiliated College of Himachal Pradesh University, Shimla. 2. Serving local, socio-economically backward community 3. Aims to produce harmonious personalities by inculcating the spirit of tradition and modernity. | |
| 5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure): | From : 10-08-2018 To : 11-08-2018 | |
| 6.Composition of Peer Team which undertook the on site visit: | | |
| | Name | Designation & Organisation Name |
| Chairperson | DR. H J JANI | Vice Chancellor |
| Member Co-ordinator: | MR. RAMABALLAV ROY | Professor,Goa University |
| Member: | MR. RAJALAKSHMI MISHRA | FormerPrincipal,Rajendra Autonomous College & Gangadhar Meher Autonomous College |
| NAAC Co - ordinator: | DR. K. RAMA | |

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

| Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1) | |
|--|---|
| 1.1 | Curricular Planning and Implementation |
| 1.1.1 QIM | The institution ensures effective curriculum delivery through a well planned and documented process |
| 1.2 | Academic Flexibility |
| 1.3 | Curriculum Enrichment |
| 1.3.1 QIM | Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum |
| 1.4 | Feedback System |

Qualitative analysis of Criterion 1

Maharaja Lakshman Sen Memorial College, located in a hilly region, has a sprawling campus with a good infrastructure. It has been observed that the college provides higher education to the socially under privileged and financially weaker students. The Institution implements the academic curriculum as prescribed by the Himachal Pradesh University more effectively by preparing an academic calendar before the beginning of the academic year. The college is offering Undergraduate programmes for Arts, Commerce, Science, Education and Physical Education and Postgraduate programmes in Science besides BBA and BCA. Some of these are self-financing programmes. A couple of faculty members of the College had been the Member of syllabus framing committee for B.P.E. and B.P. Ed and Member of working committee of undergraduate board of studies for chemistry of Himachal Pradesh University in the year 2012-13. The Institute collects informal feedback from the teachers, students and parents. Beside the regular and traditional methods of teaching, other methods like presentations, assignments, discussions, projects and seminars are followed. Sufficient consideration is given to the overall development of students by encouraging them to actively participate in the co-curricular activities of the college. Two M.Sc. programmes viz. M.Sc. Botany and M.Sc. Zoology have been introduced since 2013.

The gender equity is well maintained in the college and the grievance of the girl students is well taken up. Peace is maintained in the college campus and there has been no incidence of violence or sexual harassment in the campus. Environment Studies is a compulsory course for all Undergraduate classes. The college at its own level actively addresses all the said issues through organizing different activities such as celebration of Vanmahotsav, awareness rallies, debates and declamation competitions, poster making competitions and extension lectures particularly during NSS camps. NSS, NCC and Red Ribbon Club etc. impart awareness on social, moral and ethical principles of life. To sensitise students with the cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics, the college supplements the curriculum by organising some programmes.

The college has not introduced any certificate/diploma program during last five years. Industry collaboration for projects at postgraduate level may be explored systematically for the curriculum enrichment. Feedback collection mechanism need to be more streamlined and mechanism for the proper analysis of the feedback need to be established in order to improve the teaching and learning process. The college hosts seminars and expert lectures for the students and the faculty, but on a very limited scale. Project work programme is limited to few programmes.

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| Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2) | |
|--|---|
| 2.1 | Student Enrollment and Profile |
| 2.2 | Catering to Student Diversity |
| 2.2.1 QIM | The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners |
| 2.3 | Teaching- Learning Process |
| 2.3.1 QIM | Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences |
| 2.3.4 QIM | Innovation and creativity in teaching-learning |
| 2.4 | Teacher Profile and Quality |
| 2.5 | Evaluation Process and Reforms |
| 2.5.1 QIM | Reforms in Continuous Internal Evaluation(CIE) system at the institutional level |
| 2.5.2 QIM | Mechanism of internal assessment is transparent and robust in terms of frequency and variety |
| 2.5.3 QIM | Mechanism to deal with examination related grievances is transparent, time-bound and efficient |
| 2.5.4 QIM | The institution adheres to the academic calendar for the conduct of CIE |
| 2.6 | Student Performance and Learning Outcomes |
| 2.6.1 QIM | Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students |
| 2.6.2 QIM | Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution |
| 2.7 | Student Satisfaction Survey |

Qualitative analysis of Criterion 2

Enrolment of the student is generally restricted within the State. It is done as per rules laid down by the university and state government. Orientation programme is conducted for the students. Progression of the knowledge in the said course is being evaluated by framing formative and summative questions, by given them assignment etc. Advance learners are counselled and guided for competitive examination. Special coaching is given for the weak learners in few programmes. It adopts an inclusive approach to maintain equity and ensures access to all the resources. Regular classes are conducted and attendance records of the students are maintained. The college organizes seminars, workshops, competitions, tutorial classes and discussions etc. at departmental level to promote academic growth. The college organises excursions, field trips and educational tours. The students are inspired to participate in tutorials to make the learning more students centric. College provides Wi-Fi, internet facilities in the computer labs and INFLIBNET facility to the teachers and students. The College Student Central Association (CSCA) organises annual function “NAVRAS”, which provides a platform to the students to show their creativity by participating in various activities conducted during the function.

Evaluation process framed by the affiliating University is followed by the college. Students are being

sensitized about the guidelines regarding Continuous Comprehensive Assessment (CCA) and End Semester Examination (ESE). The college ensures that its internal assessment practices are fair, transparent and in harmony with the standards of the Himachal Pradesh University. A component of the internal assessment is the attendance achieved by the student. Students are encouraged to participate in sports and other co-curricular activities. To ensure transparency, the evaluated answers sheets of the house examination are shown to the students. Special tests are also conducted for those students who due to some unavoidable circumstances or due to participation in co-curricular activities and sports are not able to take their house tests. The college strictly follows a complete academic calendar which includes the various activities of the college. Teachers complete the curriculum within the stipulated time frame of the academic calendar.

Course outcomes are defined. From the results and achievements of the students, in final examination, it seems the defined course outcomes are highly satisfactory. Programme outcomes and programme specific outcomes need to be framed and analysed.

Use of LCD projectors or OHP is very limited for teaching and learning purpose. Remedial Classes is restricted only in few departments. The college has no power to make any evaluation reforms on its own.

| Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3) | |
|---|--|
| 3.1 | Resource Mobilization for Research |
| 3.2 | Innovation Ecosystem |
| 3.2.1 QIM | Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge |
| 3.3 | Research Publications and Awards |
| 3.4 | Extension Activities |
| 3.4.1 QIM | Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years |
| 3.5 | Collaboration |

Qualitative analysis of Criterion 3

During the assessment period, two faculty members availed the study leave for research purpose. Some teachers attended state level conferences / workshops. The Institute celebrates Science day, organizes lectures on current topics, assigns project and field work in order to increase scientific temper amongst the student.

The college conducts various extension activities and outreach programmes, such as, blood donation camps, visits to old age homes, afforestation, Swachh Bharat Abhiyan etc. at its own level and in collaboration with different community organizations to sensitize the students to the various social issues and for their all-round development. The institution has NSS units, two units of NCC (Boys and Girls) and Red-Ribbon club. Major extension activities are done through NSS and NCC. The college received two awards for the extension activities like shooting. Five cadets participated in the Republic Parade at New Delhi. The Institution itself organized many extension activities during the assessment period where a significant number of students participated.

The institution doesn't have any Research Centre or research committee. Institution has not been able to create an ecosystem for scientific innovations and also unable to initiate an environment for creation and transfer of knowledge.

| Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4) | |
|---|--|
| 4.1 | Physical Facilities |
| 4.1.1 QIM | The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc. |
| 4.1.2 QIM | The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities |
| 4.2 | Library as a Learning Resource |
| 4.2.1 QIM | Library is automated using Integrated Library Management System (ILMS) |
| 4.2.2 QIM | Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment |
| 4.3 | IT Infrastructure |
| 4.3.1 QIM | Institution frequently updates its IT facilities including Wi-Fi |
| 4.4 | Maintenance of Campus Infrastructure |
| 4.4.2 QIM | There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. |

Qualitative analysis of Criterion 4

The college has adequate facilities for teaching learning activities. The college infrastructure comprises of five very old blocks with 32 small class rooms, 20 small laboratories including two language laboratories, one girls' common room, three seminar halls, library, one multipurpose hall and a girls' hostel. The Institute is also having a dispensary in the college campus. The college has erected one bore-well which ensures constant supply of water. The college is giving due attention to supply of clean drinking water to students by installation of aqua guard systems. College is having adequate number of computing system. However, there is no hostel for the boys.

The college has adequate facilities for sports, games (indoor, outdoor) and cultural activities and also has gymnasias, yoga centre etc. The college has facilities for various indoor as well as outdoor games. The college has a spacious and picturesque playground having 15,583 Sq. M. area with a covered 64 Sq. M. Boxing Ring. The sports complex building having an inbuilt area of 407 Sq. M. has one Yoga Hall and one Multi-station Gymnasia. The college has one open stage with green rooms having an area of 150 Sq. M. which is used for the major cultural events of the college. Quite a good number of students participated in various sports and games at state and national levels.

The College Library has acquired more than 39,000 books on various disciplines and subscribes to 14 Newspapers, seven journals and more than 35 Magazines. The Library has established a Book Bank with the help of UGC. There are two reading rooms with a seating capacity of 170. Library has started automation of catalogue and issue system. Average number of walk in per day for students is around 250 and for teachers 10, which are low. Library has taken the membership of UGC N-list Programme and is making efforts to enrich

the library.

The college up-grades the basic information and technology infrastructure like computers, internet facility and other peripherals as and when required. They have separate fund for the same. Some departments, girls' hostel, library and office are having broadband with Wi-Fi connectivity. Annual budgetary provision is there for maintaining the various infrastructures and the equipment. Designated staffs are appointed to look over the laboratory equipment and gym Instruments.

Addition of classrooms may help the college for more flexibility. Insufficient teaching aids like LCD projectors and overhead projectors. College Library has very few rare collections. Allocated Library fund were not used fully. Insufficient budgetary allocation for the maintenance of the infrastructure and equipment.

| Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5) | |
|---|--|
| 5.1 | Student Support |
| 5.2 | Student Progression |
| 5.3 | Student Participation and Activities |
| 5.3.2 QIM | Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution |
| 5.4 | Alumni Engagement |
| 5.4.1 QIM | The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years |

Qualitative analysis of Criterion 5

The College Student Central Association (CSCA) is constituted in the college as per the constitution provided by the Himachal Pradesh University. The members are nominated on the basis of excellence in Academics, Sports, Cultural, NCC, NSS and other activities in the college. The student representatives on the CSCA hold office for a period of one year. The CSCA strives for the holistic development of the student community. The council identifies student related issues and problems and helps the college administration through meetings and effective dialogues in resolving those. In the various college committees the council sends its representatives. It functions under the guidance of an advisory committee, comprising of senior teachers from different faculties. The outgoing CSCA President has the honour to be a member of the Managing Committee. There is a college magazine "Chir Sankalp" where the students and the staff contribute. Besides, students from six departments contribute on their wall magazines.

The college reconstituted alumni association named MLSMCOSA (Maharaja Lakshman Sen College Old Student Association) in the year 2016. The MLSMCOSA gives valuable feedbacks and suggestions to the authority and also prepares and uploads the data base of students progression to the higher education on its website : <http://www.mlsmcosa.org>

No significant contribution of MLSMCOSA towards the development of the college through financial and non-financial means which needs to be enhanced.

| Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6) | |
|---|--|
| 6.1 | Institutional Vision and Leadership |
| 6.1.1 QIM | The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution |
| 6.1.2 QIM | The institution practices decentralization and participative management |
| 6.2 | Strategy Development and Deployment |
| 6.2.1 QIM | Perspective/Strategic plan and Deployment documents are available in the institution |
| 6.2.2 QIM | Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism |
| 6.2.4 QIM | Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions |
| 6.3 | Faculty Empowerment Strategies |
| 6.3.1 QIM | The institution has effective welfare measures for teaching and non-teaching staff |
| 6.3.5 QIM | Institution has Performance Appraisal System for teaching and non-teaching staff |
| 6.4 | Financial Management and Resource Mobilization |
| 6.4.1 QIM | Institution conducts internal and external financial audits regularly |
| 6.4.3 QIM | Institutional strategies for mobilisation of funds and the optimal utilisation of resources |
| 6.5 | Internal Quality Assurance System |
| 6.5.1 QIM | Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes |
| 6.5.2 QIM | The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms |
| 6.5.5 QIM | Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>) |

Qualitative analysis of Criterion 6

The college has visionary management and well defined goals. The Managing Committee is constituted as per the ordinances of Himachal Pradesh University and currently has sixteen members. In the Management Committee of the college, there are two elected and two nominated members of faculty, one elected and one nominated member of supporting staff and the outgoing President of Students' CSCA to implement the vision of the College more effectively. HoDs or Coordinators of departments have been given partial autonomy to perform all the activities of the respective department. The Managing Committee of the college takes necessary steps to formulate and implement strategic plans of the institution. It approves the budgets and the Statements of Accounts. More faculty to be encouraged to attend refresher course, short term courses etc. On the basis of the suggestion of Women Grievances Redressal Cell sanitary napkins vending machine and incinerators are installed in the girls' Hostel. Similar facility may be extended in the girls' common room.

Employees' Welfare Scheme (EWS), framed solely by the employees of the institution, is functioning effectively. The corpus of the scheme was initially contributed by the management. Employer and the employees regularly contribute to it. The managing committee gives fee concession to the wards of the employees who wish to pursue their studies in this college. The institution has to implement system for regular self appraisal for teaching and non teaching staff. This is essential today for quality improvement.

Internal Auditing is regularly done. The government audit is conducted by AG office. College doesn't have strategies for mobilisation of funds and optimal utilization of resources. Resource mobilization through alumni, stakeholders, consultancy and various self-financed courses may be encouraged. Besides, grant-in-aid from state Government, UGC grant-in-aid, Fee and funds from students, college raised fund through MPLAD, MLALAD and Donation in the form of local philanthropists. Management bears 5% of the deficit of salary for the staff.

The college has Internal Quality Assurance Cell. IQAC recommendations for up-gradation of Computer facility, purchase of new computers for some science departments, purchase of Digifrog software for Zoology are examples of enhancing the facilities for better teaching and learning processes. Establishment of language laboratory, well equipped Physics laboratory, Sports complex building, installation of Solar Geysers in the girls Hostel, metalled road, installation of CCTV camera as mark of Incremental improvements made during the preceding five years. IQAC needs to be streamlined and strengthened.

| Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7) | |
|---|--|
| 7.1 | Institutional Values and Social Responsibilities |
| 7.1.2 QIM | <p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> 1. Safety and Security 2. Counselling 3. Common Room |
| 7.1.5 QIM | <p>Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management |
| 7.1.6 QIM | Rain water harvesting structures and utilization in the campus |
| 7.1.7 QIM | <p>Green Practices</p> <ul style="list-style-type: none"> • Students, staff using <ol style="list-style-type: none"> a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants |
| 7.1.18 QIM | Institution organizes national festivals and birth / death anniversaries of the great Indian personalities |
| 7.1.19 QIM | The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions |
| 7.2 | Best Practices |
| 7.2.1 QIM | Describe at least two institutional best practices (as per NAAC Format) |
| 7.3 | Institutional Distinctiveness |
| 7.3.1 QIM | Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust |

Qualitative analysis of Criterion 7

The gender sensitivity of the college is reflected in providing the facilities such as common rooms for the girls, safety, security and counselling. The college has constituted 'Women Grievance Redressal Cell' and 'Anti Ragging Committee' to ensure the safety and security of the girl students and new entrants. The CSCA of the college (mostly consisting of girl students) acts as the gender champions of the college. 'Red Ribbon

Club' organises health awareness programmes, rallies and conduct workshops / lectures in this direction. AIDS awareness, Cancer awareness, and Yoga (held every year on international Yoga Day) are among such health awareness events which make both the genders aware of health issues and help them fight challenges of life.

For liquid waste the campus is attached with I & PH sewerage system. The students are motivated to keep the campus clean through NSS activities and by participating in Swachata Abhiyan. For solid waste collection, the college has placed dustbins on each floor of different blocks and in the campus. The college does not have any rain water harvesting structures. The college celebrates Diwali, Holi, Lakshman Sen Jayanti , Teachers' Day , National Science Day , Sports Day, Gandhi Jayanti, Rashtria Ekta Diwas and Ambedkar Jayanti .

The college makes efforts to keep the college campus eco-friendly and green. The campus is richly endowed with plants and trees, The students are always encouraged to plant more trees. The college celebrates Van-Mahotsav in which staff and students plant trees. Most of the students and staff use public transport and avoid their own vehicles for transportation. Being a hilly area, they also prefer pedestrian modes of transportation. The college campus is plastic free as the Himachal Pradesh Government has banned the use of plastic bags.

College ensures transparency in its internal assessment, administration and financial management. Annual internal and external audits are conducted.

College provides domiciliary medical reimbursement benefits and loan facility to the staff from EWS. The college lays equal emphasis on curricular as well as sports and cultural activities which are an integral part of vision for the students in today's complex and competitive world. The college emphasises social upliftment of rural girls through extension activities of youth empowerment programmes and training workshops. The college takes initiatives to engage with and contribute to the local community.

The college imparts education to produces intelligent, creative and sensitive human beings who can respond positively to the challenges of changing times. Keeping this in mind college has introduced self-financing courses in BBA, BCA, B. Ed., BPEd and self-financing post graduate courses in Physics, Chemistry, Botany and Zoology.

Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Strength

Strength

- The Institute provides Participative Management by engaging teachers, supporting staff and students.
- 70 percent of permanent faculty members are with Ph. D. Degree.
- The College offers some self-financing Post Graduate courses and other courses relevant to the need of the society.
- Excellent facilities for indoor as well as outdoor sports.
- Wi-fi enabled campus.

Weakness

- Shortage of funds for infrastructural development.
- Insufficient modern tools (LCD projector) for teaching and learning.
- Public thoroughfare within the college campus.
- Very less industry interaction.
- Lack of annual appraisal mechanisms for quality up gradation.

Opportunities

- Faculty involvement in active research by bringing major and minor research projects from various funding agencies.
- Establishment of Research Centre under the Cluster University scheme.
- Introduction of more industry oriented professional programmes/courses.
- Systematic industrial collaboration for research leading to revenue generation
- Strengthening of PTA and Alumni participation

Challenges

- The students have poor socio-economic background.
- To maintain the strength and relevance of high quality higher education in a rapidly changing society.
- Resource mobilization for creating and improving infrastructural facilities.
- To develop methods to help students to improve their communication skills and become more articulate.

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- More postgraduate programmes need to be introduced to enhance the employability of students.
- College should have enhanced ICT facility in classrooms.
- Language laboratory facility be extended for Hindi, Sanskrit and other foreign languages.
- Research facilities need to be enhanced by participation of the faculty in writing and getting research projects.
- Faculty should be motivated for the professional growth, publication of papers and books.
- Undergraduate laboratories need to be reorganized in structure and equipment.
- College management may think of constructing boys' hostel.
- Attention needs to be given for maintaining the college buildings in view of the very old structures.
- Separate section be created in the library for the postgraduate students.
- IQAC can be made more functional.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

| Sl.No | Name | | Signature with date |
|-------|------------------------|---------------------|---------------------|
| 1 | DR. H J JANI | Chairperson | |
| 2 | MR. RAMABALLAV ROY | Member Co-ordinator | |
| 3 | MR. RAJALAKSHMI MISHRA | Member | |
| 4 | DR. K. RAMA | NAAC Co - ordinator | |

Place

Date

NAAC