



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	MAHARAJA LAKSHMAN SEN MEMORIAL COLLEGE
• Name of the Head of the institution	Vivek Vaidya
• Designation	Principal (in-charge)
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	01907266339
• Mobile no	9418560068
• Registered e-mail	mail.mlsm@gmail.com
• Alternate e-mail	drmv52020@gmail.com
• Address	Dr. Mukesh Verma, HOD, Department of English. MLSM College, Sundernagar, Dist Mandi (HP)
• City/Town	Sundernagar
• State/UT	Himachal Pradesh
• Pin Code	175018
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Semi-Urban

• Financial Status	Grants-in aid												
• Name of the Affiliating University	Himachal Pradesh University, Shimla												
• Name of the IQAC Coordinator	Dr. Mukesh Verma												
• Phone No.	01907356143												
• Alternate phone No.	01907266339												
• Mobile	9418052020												
• IQAC e-mail address	iqac.mlsm@gmail.com												
• Alternate Email address	drmv52020@gmail.com												
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.mlsm.in/download/AQAR-2019-20.pdf												
4.Whether Academic Calendar prepared during the year?	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.mlsm.in/images/Calendar.jpg												
5.Accreditation Details													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>2.08</td> <td>2018</td> <td>26/09/2018</td> <td>25/09/2023</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	2.08	2018	26/09/2018	25/09/2023
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 1	B	2.08	2018	26/09/2018	25/09/2023								
6.Date of Establishment of IQAC	15/06/2015												
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>None</td> <td>NIL</td> <td>None</td> <td>2020</td> <td>0</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	None	NIL	None	2020	0		
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount									
None	NIL	None	2020	0									
8.Whether composition of IQAC as per latest NAAC guidelines	Yes												
• Upload latest notification of formation of IQAC													

9.No. of IQAC meetings held during the year		2
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?		No
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Organized ONE WEEK INDUCTION PROGRAMME for teachers on MOODLE, Online Teaching Learning Tools Sep 07, 2020 to Sep 14, 2020 2. Workshop on "Psycho-social Support for COVID Pandemic Condition" June 20, 2021 to Jun 20, 2021 3. Live Interactive Webinar on "Yoga in Present Pandemic Times" Jun 21, 2021 to Jun 21, 2021 4.National Webinar on "Preventing, Halting and Reversing the Degradation of Ecosystems" Jun 26, 2021 to Jun 26, 2021 5. The IQAC developed a web Management Information System (MIS) in the college</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
To developed a web Management Information System (MIS) in the college	Management Information System (MIS) developed	
To organize Workshops/conferences/seminars	Workshops/webinars were organized	
NCC/NSS Activities Through online mode	NCC/NSS actively participated through online/offline mode	
To help and sensitize society about Covid-19 pandemic	Students performed Covid-19 duties, organized online/offline programmes	

13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
Nil	Nil

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	24
File Description Data Template	Documents View File
2.Student	
2.1 Number of students during the year	2965
File Description Institutional Data in Prescribed Format	Documents View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	920
File Description Data Template	Documents View File
2.3 Number of outgoing/ final year students during the year	747
File Description Data Template	Documents View File
3.Academic	
3.1 Number of full time teachers during the year	78
File Description Data Template	Documents View File
3.2 Number of sanctioned posts during the year	87
File Description Data Template	Documents View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	45
4.2 Total expenditure excluding salary during the year (INR in lakhs)	13249315
4.3 Total number of computers on campus for academic purposes	119
Part B	
CURRICULAR ASPECTS	

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution ensures the effective implementation of the curriculum through the academic calendar framed by the college 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/annual 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.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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 annual system to semester system and the choice based credit system (CBCS) under RUSA. 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.

Individual teachers use assessment / evaluation outcomes as an indicator for evaluating student overall performance. 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.

Participation in co-curricular activities.

Overall behaviour of the students and communication skills.

Awards / Honours won by the students in academics and co-curricular activities.

Leadership qualities, level of confidence especially during interactive sessions.

The Academic Affairs Committee of the Management of the college monitors and evaluates the quality of the teaching learning process by evaluating the annual results of the college. The college also follows Annual Confidential Reports (ACR) process, devised by the Department of Higher Education of Himachal Pradesh, to evaluate the overall performance of the teachers including their subject results. In addition, formal as well as informal feedback is sought from students, peers and other stakeholders. The IQAC of the college has been formed to monitor and evaluate the quality of the teaching learning process.

The college also conducts detailed result analysis for each department / teacher and compares the percentage of subject wise results of the college with that of affiliating university to evaluate the achievement of learning outcomes. The Managing Committee of the college formally congratulates the students for their good achievements and encourages them by conferring awards and cash prizes.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement

for year: (As per Data Template)**NIL**

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**NIL**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

All the cross cutting issues like Gender, Environment and Sustainability, Human Values and Professional Ethics etc. have been covered under the curriculum in one way or the other in different courses offered by the university for undergraduate classes, and Environment Studies is a compulsory course for all undergraduate classes. The papers prescribed in different curriculum such as English Literature - 1, Women in Indian History, Gender and Sexuality, Sociology and Environment, Environmental History of India, Health Education and Environmental Studies, Environment Science Ethics and Corporate Social Responsibility, Corporate Governance and Business Ethics, Learning and Teaching, Teaching Gender School and Society, Contemporary India and Education, and Understanding the Self and many other papers in different courses have exclusive units like Concepts-Liberty, Equality, Justice, Rights and Law, Gender, Citizenship, Civil Society and State in Introduction to Political Theory course help the students to develop basic understanding and familiarity with many contemporary cross-

cutting issues.

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. Students are made more socially responsible by making them participate in socially relevant activities like visits to villages, schools for special children, old age homes, and emphasizing the need for awareness on issues such as human values, AIDS and the menace of drugs by taking out rallies.

The college hosts seminars and expert lectures for the students and the faculty.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

117

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships	
129	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	https://www.mlsm.in/FeedbackAnalysis_2020_21.aspx
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.mlsm.in/FeedbackAnalysis_2020_21.aspx
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	

2.1.1 - Enrolment Number Number of students admitted during the year	
2965	
2.1.1.1 - Number of students admitted during the year	
2965	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	
920	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File
2.2 - Catering to Student Diversity	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>To assess the learning levels of the students, teachers orient the students interactively to the subject of study at the departmental level before the commencement of the regular teaching to know their entry behaviour and subject knowledge. The teachers also try to find out why the students opted the course and what are their areas of interest.</p> <p>During the progression of the course, formative and summative questions are asked by the teachers to assess the learning level / abilities of the individual students which help to find out whether the learning level of the students has improved. Students are given Assignment to achieve the expected level of knowledge and skill. This also helps to find out the slow / advance learners in the classes along with how well the students are achieving the objectives and outcomes of the offered courses.</p>	

The teachers collectively share the responsibility to assess learning level of the individual learners, so that, steps can be taken to cater to their needs.

Advanced learners are recognized by the concerned teachers' observations and the students' performance in various class activities, formal or informal interactions, class and house tests, etc. Such students are counseled and guided regarding the best utilization of library resources. Teachers are willing to guide students who express a desire to appear for competitive examinations. Teachers also encourage advanced learners to ask questions in the class room so that other students may also follow their example.

The concerned teachers provide extra coaching / guidance to the weak students/slow learners outside the regular classes to bridge the knowledge gap of those students. In some departments tutorial / remedial classes are conducted for such students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2965	78

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Teachers use various innovative approaches / methods of teaching such as discussion, project / assignment, inductive-deductive approach, brain storming etc. to make teaching-learning students centric. Students are encouraged to prepare their papers for seminars, assignments and project works by making use of ICT and internet facilities. They are also inspired to present their papers

with the help of PPT's. Students of different departments are sent for fieldtrips, botanical and zoological excursions and study tours. Students are provided study material for self-study and the previous years' question papers are made available for them in the library. The students are encouraged to contribute articles / compositions to the college magazine, CHIR SANKALP. The Students are encouraged to organize seminars, quizzes, discussions, debates and declamation related to their course contents in their respective departments to nurture their critical thinking and scientific temperament. Students are also encouraged to raise questions and involve themselves in discussions in the class rooms.

To make the learning process more student centric, the college provides facilities of learning tools such as LCD projectors in the seminar room, conference hall and some selected laboratories, OHP's, free internet access though Wi-Fi, internet facilities in the computer labs, INFLIBNET and DELNET facility to the teachers and students. Students are motivated to make use of learning tools for their presentations in seminars, preparation of assignments / project work. The students are inspired to participate in group discussions in the class rooms and tutorial discussions to make the learning more students centric. The college library remains open up to 7 p.m. on all working days and during examination days to encourage the students to use the library resources. The college allows its old students to use the library facilities.

The use of such innovative practices has made the teaching-learning process more effective and student-centric.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.mlsm.in/download/Number-of-courses-that-include-experiential-learning-through-project-workfield-workinternship-during-the-year-2020-21.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Learning coupled with technology has many positive impacts on learning. Therefore, to make the teaching learning process more effective and creative, the college provides facilities of learning tools such as wi-fi/LAN/LCD projectors in the seminar room, class

rooms and in some selected laboratories, to make the learning process more innovative. Students are motivated to make use of different learning tools for their presentations in seminars, preparation of assignments / project works etc. They are also inspired to present their papers with the help of PPT's. The students are also motivated to participate in group discussions in the class rooms and tutorial discussions to make the learning more students centric.

During Covid-19 Pandemic, the mode of teaching learning has changed drastically, from face to face to virtual classroom teaching. It was a real challenge for the teachers as well as students. The IQAC of the college took the initiative to organize one week Induction Programme to equip its teaching faculty with different online teaching learning modes and also to organize online workshops, conferences, webinars etc. to enable the students to have more constructive interaction, guidance, emotional and instrumental support and encouragement which will serve to help them balance their academic and other activities. One Week Induction Programme for Teachers on "Moodle, Online Teaching Learning Platforms & Tools" from 7 September 2020 to 14 September 2020.

During Covid-19 Pandemic period when the institutions were closed all the teachers took online classes and made extensible use of ICT enabled facilities for taking classes, interactions with students such as INFLIBNET, NLIST/NDL, NPTEL, Delnet, NANO HUB, GOOGLE CLASSROOM, GOOGLE MEET, ZOOM MEETING, TEACHMINT, WHATSAPP, MOODLE, YOUTUBE and other social sites etc. Some teachers used Virtual Labs, like, AMRITA, SAKSHAT, DIGIFROG.

Apart from this, the college website has online Study Portal for students with easy links to Swayam online Courses, UG/PG MOOCs, E-PG Pathshala, e-Content Courseware for UG/PG students, SWASYAMPRAHA, CEC-UGC You Tube Channel, National Digital Library, Sodhaganga, E-Shodh Sindhu, Vidwan, Online Learning Management System.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest

completed academic year)

2.3.3.1 - Number of mentors

79

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

78

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

45

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data

for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

876

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college ensures that its internal assessment practices are fair, transparent and in harmony with the standards of the Himachal Pradesh University. Before the commencement of the end semester examinations, the students are informed of their internal assessment score and attendance percentage. This ensures that both faculty members and students remain accountable for their roles.

The overall performance of the students is measured on the basis of their achievement in formative and summative assessment as per the guidelines of affiliating University. For under graduate classes, End Semester Examination (ESE) carries 70% marks for each subject and Continuous Comprehensive Assessment (CCA) in a particular subject carries 30% marks. The students will have to pass with 45% marks in both the components i.e. ESE and CCA separately to become eligible to be declared successful in a course. For the post graduate classes and B.Ed. ESE carries 80 % marks and CCA carries 20% marks.

A significant component of the internal assessment is the attendance achieved by the student as it is an excellent measure of the regularity and discipline of the student. The other components of internal assessment are constituted by house tests and assignments, seminars or projects. Distribution of internal assessment marks for UG classes is:

House Examination 15 Marks

Assignments / Seminars 10 Marks

Attendance 05 Mark

Students are required to achieve 75% attendance to be eligible for the end semester examinations. Marks of attendance are given on the basis of following formula:

Class Attendance	Marks
75% to 80%	01
80% to 85%	02
85% to 90%	03
90% to 95%	04
95%	05

The students participating in sports and other co-curricular activities are given 25% weight-age in the percentage of the attendance.

Each student shall be given at least one written assignment per paper in each term.

The details of the internal assessment of all the students of the college are sent to the university through online posting along with the hard copies. The university incorporates the internal assessment with the score of the End Semester Examination for the declaration of final result of the concerned semester.

The internal assessment is calculated strictly on the basis of rules framed by the affiliating University. Students are provided with all information regarding their attendance marks, score in the house examination and assignments / seminars. To ensure transparency, the evaluated answers sheets of the house examination are shown to the students.

The Choice Based Credit System (CBCS) has made a positive impact on the overall teaching learning process. The introduction of formative assessment has enhanced the students' attendance in the classrooms. It has also helped in developing a serious and positive attitude towards house examinations, class tests, assignments and seminars.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college has a transparent and efficient mechanism to deal with the examination related grievances of the students. After the completion of Mid Term examinations and evaluation process, the answer books are shown to the students. These are also retained in the Departments concerned to meet the grievances (if any) of the students. The awards are finalized after sorting out/removing the query/doubt of students regarding evaluation. With this system, the checking of answer-books and reevaluation of answer books are no longer required resulting into saving the time and providing much required transparency in evaluation.

The college collects the data of house exams from the concerned subject teachers. The concerned teachers also keep the record of house tests, attendance and assignments / project work and compile it for assigning internal assessment to the students. Special tests are also conducted for those students (i) who due to some unavoidable circumstances are not able to take their house tests, (ii) who participate in co-curricular and sports activities during house examinations. After monitoring the performance of the students, the Principal holds meetings of the teachers of different departments to make arrangements for further improvement.

The college has a RUSA committee which redresses students' grievances related to annual examinations. The college has also appointed a clerk exclusively for taking up the annual examination related issues of the students. The CSCA of the college also takes up the collective issues of students with the Principal directly and also in the meetings of the Managing Committee, which has a student representative as a full member. Individual students also take up their grievances with the Principal, teachers and the HOD's.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.mlsm.in/grievance_red.aspx

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The teachers communicate the course outcomes of their respective courses to the students in the very beginning of the session/semester in the classes and explain them the methods to achieve these outcomes. POs, PSOs and COs, are displayed on the college website. The college ensures attainment of these outcomes through proper implementation of the time table, house tests, class tests, assignments and project work etc. To promote academic growth and achieve programme outcomes, the college at departmental level organizes seminars, workshops, competitions, tutorial classes, discussions and guest lectures. The college also organizes excursions, field trips and educational tours to give the students practical experience to establish a connection between the classroom understanding and real-life situations. The social relevance aspects of education are taken care of by motivating the students to participate in community oriented programmes such as NCC and NSS. They are also encouraged to actively involve themselves in the sports and cultural activities at the college as well as university level.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.mlsm.in/download/PO_PSO_CO.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Programme outcomes and course outcomes are evaluated by the institution and the same are communicated to the students in the formal way of the discussion in the classrooms.

The program outcomes are assessed with the help of course outcomes of the relevant courses through different direct and indirect methods. The knowledge and skills described in the course outcomes are assessed through University Examination, internal exams and assignment. Various assessment tools for measuring Course Outcomes include Continuous Internal Assessment (Tutorials, Assignments, Project work, Labs, Presentations), Mid -Term Test and End Semester

Examinations, Feedbacks etc. are used This evaluation pattern also helps to measure the Program Outcome.

The college at departmental level organizes seminars, workshops, competitions, tutorial classes, discussions and guest lectures and also organizes excursions, field trips and educational tours to give the students practical experience to establish a connection between the classroom understanding and real-life situations for the achievement of both programme outcomes and course outcomes.

Finally, program outcomes are assessed at the end of each semester/year by the examination committee of the college, by comparing the results published by university course wise and the results of our college students. Comparative statements of results are prepared teacher wise.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.mlsm.in/download/PO_PSO_CO.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

747

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.mlsm.in/download/Annual-Report-2020-21.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.mlsm.in/Questionnaire_2020_21.aspx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Since the college has only under-graduate and post-graduate courses and there is no research center and any research committee in the institution. However, the college administration disseminates various guidelines and information regarding the availability of various research projects / grants sponsored by UGC / DST from time to time.

Some teachers of the college are engaged in research projects at present. The institution promotes research activities amongst the eligible faculty members under faculty improvement programme (FIP) of UGC by recommending their study leave. Two faculty members have availed study leave under the scheme in the last four years.

The college has well stocked library with INFLIBNET, well equipped laboratories and computer labs with internet facility available for those who want to pursue research at their own.

The institution makes constant efforts to instill a scientific temper amongst its students through various activities such as celebration of Science Day, lectures on current issues, project work and field projects.

Therefore, institution has not created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college conducts various extension activities 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 three units of NSS comprising 100 students each, two units of NCC (Boys and Girls) and two Red-Ribbon clubs. The college promotes institution-neighborhood-community network by engaging students in various activities organized by these units and clubs.

The programme officers and Incharges of NCC, NSS and Red-Ribbon clubs keep the cumulative records of students' participation in various social activities organized by the respective units. The institution honours those students who contribute significantly in social activities organized by NCC, NSS and Red-Ribbon clubs and also the students who donate blood.

To ensure community participation, the institution invites dignitaries from surrounding areas during various activities and programmes of NSS, NCC, Annual Sports Meet, CSCA function, Founder's

Day and Annual function of the college. The institution collaborates with different departments, like, police, judiciary, forest, fire, health and local administration in its outreach and extension activities organized by NSS and NCC to sensitize students.

Various extension and outreach programmes, such as, blood donation camps, adoption of villages, visits to old age homes, afforestation, Swatch Bharat Abhiyan, awareness rallies, poster making and slogan writing competitions on current social issues and celebration of significant days etc. are planned and organized by the NSS, NCC, Red-Ribbon clubs and various societies of the college. These extension activities instill among the students a sense of cooperation, feeling of social responsibilities and adjustments and dignity of labour which make a positive impact on the overall development on the personality of the students. As a result, many students have involved themselves in different social activities on their own.

The institution works on various outreach and extension activities in collaboration with other institutions of the locality.

- Blood donation camps are organized in collaboration with Civil Hospital, Red Cross Society and Rotary club, Sundernagar.
- AIDS awareness activities are organized by Red-Ribbon clubs with the help of civil Hospital, Mandi
- The institute celebrates Vanmahotasav by planting saplings in collaboration with Forest department, Sundernagar.
- During seven days annual camp of NSS, our institution invites personals from the department of Judiciary, Police, Fire and Local Administration to impart information regarding traffic rules, security, fire safety, drug addiction, duties and rights and RTI etc. to the students.
- NCC cadets make aware the public about traffic rules by organizing one day mock drills in collaboration with traffic police, Sundernagar.

The extension activities compliment students' academic learning experience by giving them an exposure and first hand information about the problems faced by the community. These extension activities inculcate among students a sense of cooperation, feeling of social responsibilities, societal adjustments and dignity of labour.

File Description	Documents
Paste link for additional information	https://www.mlsm.in/gallery.aspx?id=NSS
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

39

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

35

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

23

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

00

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has adequate facilities for teaching learning activities. The college infrastructure comprises of blocks A, B, C, D and E. Detail of the facilities available in the college for curricular and co-curricular activities in terms of classrooms, technology enabled learning spaces, seminar halls, laboratories, specialized facilities and equipment for teaching and learning etc. is as follow:

S.No.	Infrastructural Facility	Number
1	Class Rooms and Lecture Theatres	39 (31 and 08)
2	Class rooms with wi-fi/LAN/LCD	13
3	Library	01
4	Seminar Halls with ICT facility	03
5	Physics Laboratory	05
6	Chemistry Laboratory	04
7	Botany Laboratory	02
8	Zoology Laboratory	02
9	Computer Lab.	03
10	Language Lab.	02
11	Material research Lab	01
12	Labs in the Department of Education	05
13	Multi-purpose Labs in the Department of Physical Education	03

14

Girls' Common Room

01

Specialized facilities and equipment for teaching, learning and research etc., such as, Pexiscope, Over Head Projectors, D L Projectors, Slide Projector, LapTops, LCD TV, Handy Cam, Computing Equipment along with Stand alone facility, LAN facility though (limited), Printer, Computers with Internet facility and Wi-Fi facility in the departments, offices, labs etc.

Physical facilities for Differently abled (Divyangjan) such as Ramps / Rails and Rest Room etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.mlsm.in/download/infra.zip

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has adequate facilities for sports, games (indoor, outdoor, gymnasium, yoga centre etc. and cultural activities. The detail of the same is as follow:

SPORTS

INDOOR GAMES

The college has facilities for indoor games such as Table Tennis, Judo, Wrestling, Dart Board, Weight Lifting, Carom, and Chess

OUTDOOR GAMES

The college has a spacious and picturesque playground having 15583 Sqm area with 400, 200, and 100 Mtrs. tracks. Facilities for games like Cricket, Football, Hockey, Kho-Kho, Badminton, Volleyball, Basketball, Handball, Kabaddi, Tug of War, Lawn Tennis and Boxing with a covered 64 Sqm Boxing Ring are available in the college.

GYMNASIUM The sports complex building having an inbuilt area of 407 Sqm has one Yoga Hall and one multipurpose Hall and two fully equipped Multi-station Gymnasia with free weights and rods, dumb-bells, bicycle, tread mills, exercise balls and medicine balls.

CULTURAL ACTIVITIES

The college has one open stage with green rooms having an area of 150 Sqm which is used for the major cultural events of the college.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.mlsm.in/download/infra.zip

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

16

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.mlsm.in/download/infra.zip
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

132.49

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Keeping in view the difficulties faced by the college library to manage and arrange large number of books and students in the library, it was decided to subscribe e-books and e-journals (requires no space but saves environment) and to automate the library.

In 2005 for the automation of the library a computer and Soul software 1.0 (College Version) was purchased at the cost of Rs. 55000/-. A library staff member was given five days training by INFLIBNET Centre Ahmedabad at Dr. Y. S. Parmar University of Horticulture and Forestry Solan in 2010.

In 2010, for e-books and e-journal the college library became the member of N-List Programme which provides large number of e-books and e-journal through "INFLIBNET Centre Ahmedabad" established by U.G.C. The Internet facility was also provided in the library in the same year.

In 2012, a software for blinds and low vision students (JAWS) was also purchased at the cost of Rs.70,000. One library attendant was given training at CRC Sundernagar to operate this software.

In 2015 the Soul 1.0 was upgraded to ILMS Software SOUL version 2.0 and old computer was replaced by a new computer with the latest configurations. One library member was given one week training by INFLIBNET Centre Ahmedabad at Indian Institute of Advance Studies Shimla. More than 80% of the books have been Automated since 2015. The college library has membership of Delnet and N List.

Apart from this, the college website has online Study Portal for students with easy links to Swayam online Courses, UG/PG MOOCs, E-PG Pathshala, e-Content Courseware for UG/PG students, SWASYAMPRAKHA, CEC-UGC You Tube Channel, National Digital Library, Sodhaganga, E-Shodh Sindhu, Vidwan, Online Learning Management System.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.mlsm.in/onlinestudy.aspx

4.2.2 - The institution has subscription for the following e-resources e-journals e-

A. Any 4 or more of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.63

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

6388

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IQAC strives hard for upgrading the college infrastructure and all support facilities to meet the standards of higher education and

growing need of students. As the use of ICT tools has become an integral part in teaching -learning process, the IQAC encourages teachers to utilize ICT tools in classroom teaching and laboratories and strives to enrich the existing ICT facilities periodically by purchasing advanced ICT tools, broadband internet Wi-Fi facility. IQAC has trained teachers to use ICT by arranging different workshop i.e. Google Apps, Video conference, use of e-mail, handling ICT instrument etc. The educational use of social media has also been utilized to establish communication with the students.

In the Covid-19 Pandemic period, the college was closed hence, IT facilities could not be enhanced in the institution, but the IQAC strengthened the online mode of teaching learning and administration.

The IQAC developed and established a web Management Information System (MIS) for the maintenance of institutional data base through MIS to ease the process of students' enrollment (online), students' record maintenance systematically, online fee payment through Gateway, SMS facility to students, mobile app for communication with stakeholders and to streamline communication with the students. This practice has brought transparency and efficiency. All the registrations/ admissions of the students for the academic session 2020-21 were done through Management Information System.

Due to Covid-19 Pandemic, the mode of teaching learning has changed drastically, from face to face to virtual classroom teaching. The IQAC of the college took the initiative to organize one week Induction Programme to equip its teaching faculty with different online teaching learning modes. One Week Induction Programme for Teachers on "Moodle, Online Teaching Learning Platforms & Tools" was organized from 7 September 2020 to 14 September 2020. Three Days Online Workshop on Digital marketing was organized by Department of Computer Application & IQAC from 4 June to 6 June 2021.

Apart from this, the college website has online Study Portal for students with easy links to Swayam online Courses, UG/PG MOOCs, E-PG Pathshala, e-Content Courseware for UG/PG students, SWASYAMPRAKHA, CEC-UGC You Tube Channel, National Digital Library, Sodhaganga, E-Shodh Sindhu, Vidwan, Online Learning Management System.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.mlsm.in/images/19391381137Days.pdf

4.3.2 - Number of Computers

119

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

22.39

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

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 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 physical, academic, and support facilities.

The college has appointed lab technicians for calibration of the instruments in the labs. Gymnasium and sports instruments are looked after by the concerned staff. Outside help is taken for major repair work on the instruments as per the requirement and the college tries to purchase calibrated instruments. Different Stock taking committees make suggestions to weed out or to purchase the new one, or make suggestions for repair and calibration.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1409

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

106

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

18

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

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.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

00

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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.

File Description	Documents
Paste link for additional information	http://www.mlsmcosa.in/
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision of the institution is to maintain and impart high standards of education to the youth of the state, to produce harmonious personalities by inculcating the spirit of tradition and modernity.

The institution aims at imparting an education that will create a sense of mission and devotion to society in the emerging generation and to imbibe in it a social consciousness and an awareness of changing times.

The mission of the college is to meet challenges and unremittingly strive for excellence in adherence to the motto of the college: TILL HILL AND RIVER VANISH. We wish to inculcate a wide vision, a capacity to understand the views of others, to disagree without bitterness and to instill the spirit of humanity among students and staff. The college endeavors to communicate these in its functioning and work.

The Managing Committee is the highest governing body of the institution. It has two members from teaching and one member from

non-teaching 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 and its meetings. 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 to review different aspects of the functioning of the college and recommend changes in policy to the Managing Committee.

The Managing Committee annually reviews the implementation of its policies through different subcommittees and the Principal.

The Managing Committee works in consultation with teachers to find out and improve the areas of weaknesses.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Following activities of the institution show that there is effective leadership visible in various institutional practices such as 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.
2. 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.

3. 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.
4. 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.
5. The Managing Committee annually reviews the implementation of its policies through different subcommittees and the Principal and also works in consultation with teachers to find out and improve the areas of weaknesses.
6. Institution has HOD's or Coordinators for each individual department who have been given partial autonomy to perform all the activities of the respective departments along with faculty members. Top Management helps and supports each department with resources and finances.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Managing Committee of the college takes necessary steps to formulate and implement strategic plans of the institution. There are many strategic plans which have been implemented in the college.

Keeping in view the need, the Managing Committee planned and constructed a floor in the LSIBET building to meet the needs of different professional courses. To enhance research culture among

students the college established a Material research lab in the department of Physics.

During Covid-19 Pandemic, the mode of teaching learning changed drastically, from face to face to virtual classroom teaching. It was a real challenge for the teachers as well as students. There was an uncertainty about the opening and closure of the educational institutions therefore the IQAC of the college planned to organize one week Induction Programme to equip its teaching faculty with different online teaching learning modes and also to organize online workshops, conferences, webinars etc. to enable the students to have more constructive interaction, guidance, emotional and instrumental support and encouragement which will serve to help them balance their academic and other activities. The IQAC organized One Week Induction Programme for Teachers on "Moodle, Online Teaching Learning Platforms & Tools" from 7 September 2020 to 14 September 2020.

The college also planned and established a web Management Information System (MIS) for the maintenance of institutional data base through MIS to ease the process of students' enrollment (online), students' record maintenance systematically, online fee payment through Gateway, SMS facility to students, mobile app for communication with stakeholders and to streamline communication with the students. This practice has brought transparency and efficiency. All the registrations/ admissions of the students for the academic session 2020-21 were done through Management Information System.

It was also planned to increase the number of class rooms with wi-fi/LAN/LCD in the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.mlsm.in/download/Organogram-of-the-institution.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Managing Committee of the college is the highest policy making body of the institution and has various sub-committees to execute

and supervise its policies. The Managing Committee is constituted as per the ordinances of Himachal Pradesh University and currently has sixteen members. Eleven members are associated with education or educational institutions including the Principal of the college who is also the member secretary of the Managing Committee, two members are from non-teaching staff and one member is the outgoing President of CSCA. The Managing Committee meets at least once in a year. The Managing Committee is the highest decision-making body of the college. It frames all policies and makes guidelines for their implementation. It approves the budgets and the Statements of Accounts, and involves itself in all the quality policies and plans through various activities including the following:

- 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 to review different aspects of the functioning of the college and recommend changes in policy to the Managing Committee.
- The process of internal annual reporting-self assessment system for faculty (ACR's)
- The Managing Committee follows the HP Government service rules / UGC/ HP University, Shimla norms, regulations and ordinances for recruitment and promotional benefits.
- Direct interaction of the Managing Committee with stakeholders regarding grievances and suggestions pertaining to various issues

To keep the morale and motivation of the employees high the managing committee has taken the following welfare measures for its employees: EWS:

- The college has introduced a unique Employees' Welfare Scheme (EWS) in August 2000 for the welfare of its employees. 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. In case of the unfortunate death an employee, an ex-gratia grant of Rs. 20,000 to the next of kin of a deceased employee is provided under this scheme. To add to the income of the corpus, employees are entitled to seek loan for various purposes like repair or construction of the house, education and personal purpose on simple interest decided by Employees' Welfare Scheme (EWS) committee from time to time.
- The college adheres to all the welfare schemes of the state government such as GIS (Group Insurance Scheme), EDLI, EPF and

Maternity Leave (as per HP govt. rules).

- EPF: To provide pension benefits to the employees, the managing committee makes contribution towards EPF of the employees on the higher wage ceiling (Rs. 15000/-), where employer is not under obligation to pay at such higher rate, contrary to maximum limit of Rs. 1250/- month. The managing committee does so because 8.33% of total contribution made by the employer towards EPF of the employee is diverted to pension scheme of EPFO.
- The managing committee gives fee concession to the wards of the employee who wish to pursue their studies in this institution.
- The college provides monetary help to its employees in need.
- The managing committee has framed a policy of re-employment of its employees, to retain the efficient and experienced faculty.
- Apart from this, the college has the following basic welfare measures:
 - Safe hygienic drinking water
 - Suitable seating arrangements
 - Sufficient number of washrooms
 - Canteen facility
 - Accommodation facility
 - First-aid facility in the campus
 - Banking and ATM facility in the campus
 - Recreational facilities

To keep the morale and motivation of the employees high the managing committee has taken the following welfare measures for its employees: EWS:

- The college has introduced a unique Employees' Welfare Scheme (EWS) in August 2000 for the welfare of its employees. 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. In case of the unfortunate death of an employee, an ex-gratia grant of Rs. 20,000 to the next of kin of a deceased employee is provided under this scheme. To add to the income of the corpus, employees are entitled to seek loan for various purposes like repair or construction of the house, education and personal purpose on simple interest decided by Employees' Welfare Scheme (EWS) committee from time to time.
- The college adheres to all the welfare schemes of the state government such as GIS (Group Insurance Scheme), EDLI, EPF and Maternity Leave (as per HP govt. rules).

- **EPF:** To provide pension benefits to the employees, the managing committee makes contribution towards EPF of the employees on the higher wage ceiling (Rs. 15000/-), where employer is not under obligation to pay at such higher rate, contrary to maximum limit of Rs. 1250/- month. The managing committee does so because 8.33% of total contribution made by the employer towards EPF of the employee is diverted to pension scheme of EPFO.
- The managing committee gives fee concession to the wards of the employee who wish to pursue their studies in this institution.
- The college provides monetary help to its employees in need.
- The managing committee has framed a policy of re-employment of its employees, to retain the efficient and experienced faculty.
- Apart from this, the college has the following basic welfare measures:
 - Safe hygienic drinking water
 - Suitable seating arrangements
 - Sufficient number of washrooms
 - Canteen facility
 - Accommodation facility
 - First-aid facility in the campus
 - Banking and ATM facility in the campus
 - Recreational facilities

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://www.mlsm.in/download/Organogram-of-the-institution.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

To keep the morale and motivation of the employees high the managing committee has taken the following welfare measures for its employees: EWS:

- The college has introduced a unique Employees' Welfare Scheme (EWS) in August 2000 for the welfare of its employees. 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. In case of the unfortunate death an employee, an ex-gratia grant of Rs. 20,000 to the next of kin of a deceased employee is provided under this scheme. To add to the income of the corpus, employees are entitled to seek loan for various purposes like repair or construction of the house, education and personal purpose on simple interest decided by Employees' Welfare Scheme (EWS) committee from time to time.
- The college adheres to all the welfare schemes of the state government such as GIS (Group Insurance Scheme), EDLI, EPF and Maternity Leave (as per HP govt. rules).
- EPF: To provide pension benefits to the employees, the managing committee makes contribution towards EPF of the employees on the higher wage ceiling (Rs. 15000/-), where employer is not under obligation to pay at such higher rate, contrary to maximum limit of Rs. 1250/- month. The managing committee does so because 8.33% of total contribution made by the employer towards EPF of the employee is diverted to pension scheme of EPFO.
- The managing committee gives fee concession to the wards of the employee who wish to pursue their studies in this institution.

- The college provides monetary help to its employees in need.
- The managing committee has framed a policy of re-employment of its employees, to retain the efficient and experienced faculty.
- Apart from this, the college has the following basic welfare measures:

1. Safe hygienic drinking water
2. Suitable seating arrangements
3. Sufficient number of washrooms
4. Canteen facility
5. Accommodation facility
6. First-aid facility in the campus
7. Banking and ATM facility in the campus
8. Recreational facilities

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

29

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college has an established mechanism of submitting annual confidential reports (ACR) of the staff as a performance appraisal system to the Managing Committee through the Principal of the institution. Annual confidential report format covers various areas of activities performed by the teachers. ACR's of nonteaching staff are reported by the supervising officer who could be the

Superintendent of the office or the HOD's of different Departments or the Principal.

The performance appraisal reports are reviewed by the Managing Committee and whenever Management feels necessary, the same is communicated to the person concerned to explain the queries raised. These are communicated to the higher authorities for necessary action at their end as and when required. Even the government of Himachal Pradesh reviews the ACR's of the teaching staff under GIA, for promotional and other financial benefits. This has improved the work efficiency and work culture in the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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 05/09/ 2021 for the financial year 2019-20 & 2020-21. No serious audit objections were raised in the last two 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 TDS has been deducted on the payment or due basis which ever earlier.
- We recommend that Institute shall compile the Balance sheet of all its Segment and file the Income tax return.

The last audit was carried out by AG Office, HP Government, on 21/11/2013; the objections raised have been removed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.49

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college makes earnest efforts for securing additional funding and utilizes the same for the growth and well-being of the institution. The additional funds are generated by the way of:

- Raising funds for seminars from local industrialists and business houses.
- UGC general development and budgeted scheme grants under 12TH/ 13Th Plan
- MPLAD
- MLALAD
- Donation in the form of local philanthropists
- District Administration through Deputy Commissioner Mandi

- Corporate Houses of the state

Sources of institutional funding are:

- Grant-in-Aid from state Government for Aided regular staff
- Funds under Self financing schemes
- UGC grant-in-aid
- Fee and funds from students
- Donations Bank Interest
- Rental Income from the bank / canteen

Deficit is met as follow:

- Ninety-five percent of the deficit grant towards the salary of regular aided courses employees by the state government
- Five percent of the deficit of salary by the Managing Committee

The institution adopts a three-tier process to monitor effective and efficient use of available financial resources.

1. The Principal and the Bursar oversee the financial practice and implementation.
2. The Finance Affairs' Committee of the Management considers the proposals regarding finance put forward by the Principal in the form of Notes.
3. After discussions among the members of Finance Affairs' Committee, the Notes are put forward to the Managing Committee for consideration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Keeping in view the challenges and threats posed by COVID-19 pandemic, the IQAC of the college has contributed significantly for institutionalizing the quality assurance strategies and processes. The two practices are as follows:

1. Due to the changing teaching learning scenario and emotional and psychological challenges faced by the students and society, in view of COVID-19 pandemic, the college strengthened the mentor mentee system in a structured way to enable the students to have more constructive interaction, guidance, emotional and instrumental support and encouragement which will serve to help them balance their academic and other activities. This one-to-one interaction is intended to identify and address the issues of students (mentees) to enhance their academic and personal growth in the college.
2. The IQAC developed and established a web Management Information System (MIS) for the maintenance of institutional data base through MIS to ease the process of students' enrollment (online), students' record maintenance systematically, online fee payment through Gateway, SMS facility to students, mobile app for communication with stakeholders and to streamline communication with the students. This practice has brought transparency and efficiency. All the registrations/ admissions of the students for the academic session 2020-21 were done through Management Information System.

File Description	Documents
Paste link for additional information	https://www.mlsm.in/conference_workshop.aspx
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

During Covid-19 Pandemic, the mode of teaching learning has changed drastically, from face to face to virtual classroom teaching. It was a real challenge for the teachers as well as students. The IQAC of the college took the initiative to organize one week Induction Programme to equip its teaching faculty with different online teaching learning modes and also to organize online workshops, conferences, webinars etc. to enable the students to have more constructive interaction, guidance, emotional and instrumental support and encouragement which will serve to help them balance their academic and other activities.

For reviewing and implementing teaching learning reforms the IQAC organized:

A One Week Induction Programme for Teachers

One Week Induction Programme for Teachers on "Moodle, Online Teaching Learning Platforms & Tools" from 7 September 2020 to 14 September 2020.

B Workshops, Conferences, Webinars for Students

1. Three Days Online Workshop on Digital marketing by Department of Computer Application & IQAC from 4 June to 6 June 2021.
2. One Day workshop on Psycho Social Support for Covid-19 Pandemic by MGNCRE for student community to be skilled as Covid helpers on 20 June 2021.
3. Webinar on 'Yoga in Present Pandemic Times" on 21 June 2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.mlsm.in/FeedbackAnalysis_2020_21.aspx
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

The college runs a number of programmes for promoting gender equity. The various bodies/departments in the college take a number of initiatives to ensure gender equity among the students. '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. It shows the sensitivity in providing safety, security and counselling. The college has constituted 'Women Grievance Redressal Cell' (WGRC) and 'Anti Ragging/Discipline committee' to ensure the safety and security with the aim to maintain gender equity. The college has displayed the names along with contact numbers of WGRC and Anti Ragging/Discipline committee members on the college website and in the prospectus. These bodies took the following initiatives; WGRC identifies and receives the complaints against the women sexual harassment, gender bias and crimes. The committee resolves cases after discussions in the meetings and takes the necessary actions if required. For this purpose Gender champions have also been nominated obeying the UGC recommendations (Saksham Report) in the college. Gender champions are boys and girls above 16 years of age and envisaged as the responsible leaders who will facilitate an enabling environment within the college where girls are treated with dignity and respect.

The CSCA of the college (mostly consisting of girl students) acts as the gender champions of the college. The outgoing president of CSCA, gender champion is the nominated member of the Managing Committee of the college also.

College has established a well furnished girls common room equipped with proper sitting arrangements to accommodate about 20-30 girls at a time and remains open 10AM to 5 PM on all working days. The college has installed a vending machine in the Girls' hostel.

The Physical education department of college plays an important role to promote gender equity in sports as it conducts matches, athletic meets, sports meets in which the equal opportunities for both sexes are provided. This is the first college in the state to organize women cricket championship in the college first time. Through these events students are encouraged to use their potential of sport for

equality in its broadest sense. The college cultural committee has been making continuous efforts in this direction by organizing various cultural activities and competitions among boys and girls.

File Description	Documents
Annual gender sensitization action plan	https://www.mlsm.in/download/WOMEN-GRIEVANCE-REDRESSAL-CELL-POLICY.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The college makes every efforts to keep the premises neat and clean. It has suitable arrangements for disposal of the waste. For liquid waste the campus is attached with I & PH sewerage system, and there is a soak-pit for effluents from the Chemistry labs.

The college has placed dustbins on each floors of different blocks and in the campus for solid waste. The students are discouraged to throw any solid waste in the campus. They are motivated to keep the campus clean through NSS activities and by participating in Swachata Abhiyan. The Municipal Committee of the town collects the solid waste of the college, Girls' hostel and college canteen.

The college does not produce any hazardous chemical, Biomedical and

radioactive waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above										
<table border="1"> <thead> <tr> <th data-bbox="86 439 550 506">File Description</th> <th data-bbox="550 439 1471 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 550 645">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="550 506 1471 645" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 645 550 748">Certification by the auditing agency</td> <td data-bbox="550 645 1471 748" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 748 550 851">Certificates of the awards received</td> <td data-bbox="550 748 1471 851" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 851 550 920">Any other relevant information</td> <td data-bbox="550 851 1471 920" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	View File	
File Description	Documents										
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded										
Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	View File										
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	B. Any 3 of the above										
<table border="1"> <thead> <tr> <th data-bbox="86 1469 550 1536">File Description</th> <th data-bbox="550 1469 1471 1536">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1536 550 1639">Geo tagged photographs / videos of the facilities</td> <td data-bbox="550 1536 1471 1639" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1639 550 1778">Policy documents and information brochures on the support to be provided</td> <td data-bbox="550 1639 1471 1778" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1778 550 1881">Details of the Software procured for providing the assistance</td> <td data-bbox="550 1778 1471 1881" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1881 550 1951">Any other relevant information</td> <td data-bbox="550 1881 1471 1951" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	View File	Policy documents and information brochures on the support to be provided	No File Uploaded	Details of the Software procured for providing the assistance	View File	Any other relevant information	No File Uploaded	
File Description	Documents										
Geo tagged photographs / videos of the facilities	View File										
Policy documents and information brochures on the support to be provided	No File Uploaded										
Details of the Software procured for providing the assistance	View File										
Any other relevant information	No File Uploaded										
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other											

diversities (within 200 words).

Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities, we believe in unity in diversity that's why our students respect the different religion, language and culture. Our students also celebrate the different festivals with joy and enthusiasm which help them to implant the social and religious harmony. The diversity in India is unique. To represent our linguistic, cultural regional and socioeconomic diversity, the college organizes NAVRAS, cultural fest organized by the students of the college through different competitions, like, traditional dress competition, debate/declamation, skits, dances, fancy dress, wall painting, poster making and fashion show etc. The department of physical education celebrates Chhoti Diwali and Holi to instill the sense of harmony towards the teaching of religions.

Being a coeducational institution and students of all categories from different regions, states, districts and areas study together and experience the lesson of unity in diversity.

Activities organized by NSS, NCC and Red Ribbon Club of the college also promote tolerance and harmony towards diversities such as visit to old age home/orphanage home, Covis-19 duties, Vaccination awareness campaign, E-Education, Meri Pathshala, online webinar on Psycho-social for Covid Pandemic conditions and cleanliness at Anandham Bridhashram irrespective of any class, caste and race.

The curriculum of HP University for UG classes also emphasizes on the issues of cultural, regional, linguistic, communal socioeconomic and other diversities.

Through such activities students get acquainted with the different culture of our nation and help to develop the tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. This also creates the inclusive environment in the college and society.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Students and employees of the Institution are sensitized to the constitutional obligations: values, rights, duties and responsibilities of citizens through following activities:

1. Celebration of important days:

◦ Founder's Day

- Republic Day
- National Science Day
- Rashtriya Ekta Diwas
- Ambedkar Jayanti
- International Yoga Day
- International women Day

1. Duties during Covid-19 Pandemic:

- NCC students performed duties during lockdown
- NSS students performed duties during vaccination
- Distributed masks to the public
- Sensitized the people during Covid-19 Pandemic

1. Prospectus and website:

Duties and responsibilities of the students are enlisted in the college prospectus and website

1. Employees are to follow code of conducts published in the HP University Ordinances/ HP Govt. Services norms.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://www.mlsm.in/gallery.aspx
Any other relevant information	https://www.mlsm.in/download/Organogram-of-the-institution.pdf

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Yes, the college organizes the national festivals and birth/death anniversaries of the great Indian personalities. Following days are celebrated with great fervor and enthusiasm by the staff and students:

Lakshman Sen Jayanti 14 August

Founder's Day 10 March

Teachers' Day (Dr. Radha Krishnan) on 5 September

National Science Day (Sir C V Raman) on 28 February

Sports Day (Major Dhyan Chand) on 29 August

Gandhi Jayanti on 2 October

Rashtria Ekta Diwas (Sardar Patel) 30 October

Ambedkar Jayanti on 14 April

Diwali with staff and students Holi with staff and students

Students of NCC participates in the Republic Day Parade

Sports Day

International Yoga Day

Women Day

Hindi Diwas

Science Day

The students of the college at their own level also celebrate by organizing blood donation camps and different activity based competitions.

But due to the spread of Covid-19 Pandemic, lockdown in the state of Himachal Pradesh, closure of all institutions of learning in the state and strict SOP regulations of the local administration the college could not organize and celebrate most of the days.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

FIRST 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.

SECOND BEST PRACTICE

Title: Feedback System: A Tool for Development and Maintenance of Quality Culture in M.L.S.M. College, HEIs

Context:

After NAAC Accreditation, MLSM College felt that different stakeholders' response would help the institute in general and the teaching faculty in particular in understanding their requirements for the upliftment of learning-teaching demands. The IQAC of the college was of the view that developing a structured practice of collecting and developing Feedback System in the institution can create a Quality Culture within the institution. The context was much felt need to bring about improvement in teaching-learning

process and to initiate this scheme for active stakeholders' participation in the quality enhancement strategies.

Objectives:

- To provide the stakeholders a greater role in the teaching - practice learning process
- To ascertain the gap between the genuine expectations of the students and the existing reality
- To develop a sense of greater responsibility and belonging to the institute among the stakeholders
- Get new ideas and suggestions from stakeholders for further developments
- To plan and implement the expected changes effectively in every field of the institution and its activities.

The Practice: 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 and analyses online collected feedback data of the questions and prepares a detailed analysis report and takes into consideration the suggestions given by the various stakeholders for further necessary action. 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 concerned Board of studies of the university / concerned departments /teachers/offices/library for consideration. If the finance or other formalities are required to fulfill the constructive feedback, the Principal discusses with the President Managing Committee, the 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.

Evidence of Success:

This practice has made valuable suggestions for the overall improvement of the college. This has paved the way for an awakening at all levels. The Feedback system has proved an important tool to understand the SWOC and to evaluate the total learning environment of an institution. On the basis of feedback, the following incremental improvements have been made;

- Increase in the ICT enabled facilities
- Number of Freeships / scholarships to the needy students have increased
- Establishment of Material research lab in the college
- Safe and clean drinking water facilities increased
- Development of infrastructure facilities
- Conducting of conferences /workshop
- Development of Management Information System
- Creation of separate reading space in the library for PG students

Problems Encountered and Resources Required:

The biggest problem encountered was to motivate the students and parents to fill online feedback forms as they have an inhibition regarding the revealing of identity.

Minimum resources and finance involved except sincere and dedicated efforts of the feedback committee to educate and motivate stockholders to participate actively.

File Description	Documents
Best practices in the Institutional website	https://www.mlsm.in/download/Two%20Best%20Practices.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

FUTURE PLANS OF ACTION FOR NEXT ACADEMIC YEAR

The College IQAC has identified the broad objectives which the College should strive to achieve during this period, which are enumerated as under:

To facilitate continuous upgradation and updation ICT facilities & Use of Technology, by Faculty and Students.

To increase awareness and initiate measures for Protecting and Promoting Environment.

To develop rainwater harvesting structures within the campus.

To conduct Green audit, Energy audit and Environment audit.

To implement structural repairs to old college building, electrical and class room desks repairs.

To create Additional Lecture Rooms by optimally utilizing the available space in the sports complex.

To make available all Information online on the College web-site relating to Admission, Examinations, Courses, Rules, Committees, Attendance, Activities, Programmes, Seminars, Workshops, Extension Activities, & Others;

To increase the number of Extension Activities for the benefit of the society and to create awareness on various social issues

To address the newly admitted students in "Induction Program", to orient the students about code of conduct, discipline, add-on courses, extra-curricular activities, facilities and welfare schemes available.

To strengthen the Mentor-Mentee System to identifying problems and expectations of the students.

To foster and strengthen relationship of Alumni with the Institution.

Plans to develop the LAN structured cabling in different class rooms.

To increase the e-content / database in the library.