

## PART II

### Standard Operating Procedure (SOP)

For the year: 2025

Name & address of the College/Institution: **GHEC, Bandla, Bilaspur H.P.**

1.0 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 last five year.

- (a) Academic Council/BoS of Affiliating University or the Institution.
- (b) Setting of question papers for UG/PG programs.
- (c) Design and Development of Curriculum for Add on/certificate/Diploma Courses
- (d) Assessment/evaluation process of the Affiliating University.

**Options:**

- A. All of the above.
- B. Any three of the above. (a, c and d)**
- C. Any 2 of the above.
- D. Any 1 of the above.
- E. None of the above.

1.1 Number of Add on/Certificate Programs offered during the last five years (Human Values/Yoga/NCC/NSS etc.)-**NIL**

1.2 Average percentage of students enrolled in Certificate/Add-on programs as against the total number of students during the last five years.- **Nil**

1.3 Average percentage of courses that include experiential learning through project work/field work/internship during the last five years.- **8.9%**

1.4 Percentage of students undertaking project work/field work/internships (Data for the last completed academic year). =**100% (In last academic year, all students of 6th semester and 8th semester underwent fieldwork/project work/internships.)**

1.5 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders:

- (a) Students
- (b) Teachers
- (c) Employers
- (d) Alumni

**Options:**

- A. All of the above.
- B. Any three of the above.
- C. Any 2 of the above.
- D. Any 1 of the above (b).**
- E. None of the above.

1.6 Feedback process of the Institution may be classified as follows:

**Options:-**

- A. Feedback collected, analyzed, and action taken and feedback available on website.
- B. Feedback collected, analysed and action has been taken.**
- C. Feedback collected and analysed.
- D. Feedback collected
- E. Feedback not collected.

- 2.0 Average Enrollment Percentage (Average of Last Five Years) **96.40%**
- 2.1 Student-Full-Time Teacher Ratio (Data for the Latest Completed Academic Year). **42:1**
- 2.2 Ratio of mentor to students for academic and other related issues (data for the latest completed academic year). **1:42**
- 2.3 Average percentage of full-time teachers against sanctioned posts during the last five years. **31.34**
- 2.4 Average percentage of full time teachers with Ph.D./D.Sc./D. Lit., etc. during the last five years (consider only highest degree for count). **25.84**
- 2.5 Average teaching experience of full time teachers in the same institution (data for the latest completed academic year in number of years). **11.33 Years**
- 2.7 Average pass percentage of students during the last five years (branch wise). **100 %**
- 3.0 Grant received from Government and non-governmental agencies for research projects/endowments in the institution during the last five years (INR in Lakhs).
- 3.1 Percentage of departments having Research projects funded by government and non-government agencies during the last five years.
- 3.2 Number of seminars/conference/workshops conducted by the institution during the last five years. **02**
- 3.3 Number of papers published per teacher in the Journals notified on IEEE, Science Direct, Web of Science, UGC-Care and Scopus during the last five years. **49**
- 3.4 Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings per teacher during the last five years (with verifiable ISSN, ISBN). **11**
- 3.5 Number of awards and recognitions received for extension activities from government/government-recognized bodies during the last five years.
- 3.6 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red Cross/YRC, etc. (including programs such as Swachh Bharat, AIDS awareness, gender issues, etc., and/or those organized in collaboration with industry, community, and NGOs) during the last five years. **1**
- 3.7 Average percentage of students participating in extension activities above during the last five years.
- 3.8 The institution has several collaborations/linkages with industry/institutions for faculty exchange and student placement, internships, etc. **Yes**

- 3.9 Number of functional MoUs with national and international institutions, universities, industries, corporate houses, etc. during the last five years = **12**
- 3.10 Percentage of classrooms and seminar halls with ICT-enabled facilities such as smart class, LMS, etc. **50**
- 4.0 Average percentage of expenditure, excluding salary for infrastructure augmentation during the last five years (INR in Lakhs). **80.11%**
- 4.1 The institution has subscriptions for the following e-resources:
- e-journals
  - e-Shodhsindhu
  - Shodhganga Membership
  - E-books
  - Databases
  - Remote access

**Options:**

- Any 4 or more of the above.
  - Any 3 of the above.
  - Any 2 of the above.
  - Any 1 of the above.
  - None of the above.**
- 4.2 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in lakhs). **Rs. 240513.6**
- 4.3 Percentage per day usage of library by teachers and students (footfalls and login data for online access) (Data for the latest completed academic year) **6.80%**
- 4.4 Student-Computer Ratio (Data for the latest completed academic year)  
**No. of students: No. of Computers: 4:1 (758:196)**
- 4.5 Bandwidth of internet connection in the Institution

**Options:**

- 10 GBPS
  - 1 GBPS
  - 750 MBPS 1m bq
  - 500 MBPS**
  - Others (specify)
- 4.6 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs). **0.20%**
- 5.0 Average percentage of students benefited by scholarships and freeships provided by the government during the last five years. **15.47%**
- 5.1 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution/non-government agencies during the last five years. **Nil**
- 5.2 Capacity building and skill enhancement initiatives taken by the institution include the following:
- Soft skills
  - Language and communication skills

- (c) Life skills (Yoga, physical fitness, health, and hygiene)
- (d) ICT/computing skills

**Options:-**

- A **All of the above.**
- B 3 of the above.
- C 2 of the above.
- D 1 of the above.
- E None of the above.

5.3 Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years. **80%**

5.4 The institution has a transparent mechanism for timely redressal of student grievances, including sexual harassment and ragging cases: -

- (a) Implementation of guidelines of statutory/regulatory bodies.
- (b) Organization-wide awareness and undertakings on policies with zero tolerance.
- (c) Mechanisms for submission of online/offline students' grievances.
- (d) Timely redressal of the grievances through appropriate committees

**Options:**

- A All of the above.
- B 3 of the above.
- C **2 of the above.**
- D 1 of the above.
- E None of the above.

5.5 Average percentage of placement of outgoing students during the last five years with average salary. **10.5%; average salary= 3LPA**

5.6 Average percentage of students progressing to higher education during the last five years.= **5.23%**

5.7 Average percentage of students qualifying in State/National/International level examinations during the last five years (eg: JAM/GATE/GMAT/CAT/GPAT/GRE/TOEFL/Civil Services/State Government examinations) = **6.47%**

5.8 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 last five years. **0.4 per year**

5.9 Average number of sports and cultural events/competitions in which students of the Institution participated during the last five years (organized by the institution/other institutions). **50**

5.10 Alumni contribution during the last five years (INR in Lakhs)

**Options:**

- A  $\geq 5$  lakhs
- B 4 Lakhs-5 lakhs
- C 3 lakhs-4 lakhs
- D 1 lakhs-3 lakhs
- E  **$\leq 1$  lakhs**

6.0 Implementation of e-governance in areas of operation

- (a) Administration
- (b) Finance and Accounts
- (c) Student Admission and Support

(d) Examination

**Options:-**

- A **All of the above.**
- B 3 of the above.
- C 2 of the above.
- D 1 of the above.
- E None of the above.

- 6.1 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years.- **28%**
- 6.2 Average number of professional development/administrative training programs organized by the institution for teaching and non-teaching staff during the last five years. **02/year**
- 6.3 Average percentage of teachers undergoing online/face-to-face Faculty development programme (FDP) during the last five years (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course etc.) **30%**
- 6.4 Funds/Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III). **None**
- 6.5 Quality assurance initiatives of the institution include:
- (a) Participated in NAAC with grade obtained.
  - (b) Collaborative quality initiatives with other institution (s).**
  - (c) Participation in NIRF.
  - (d) Any other quality audit recognized by State, National or International Agencies (ISO Certification, NBA), list of branch with NBA grading.

**Options:-**

- A All of the above.
- B 3 of the above.
- C 2 of the above.
- D 1 of the above.**
- E None of the above.

- 7.0 The Institution has facilities for alternate sources of energy and energy conservation measures
- (a) Solar energy**
  - (b) Biogas plant
  - (c) Wheeling to the Grid
  - (d) Sensor-based energy conservation**
  - (e) Use of LED bulbs/power efficient equipment
- 7.1 Water conservation facilities available in the institution
- (a) Rain water harvesting.**
  - (b) Borewell/Open well recharge
  - (c) Construction of tanks and bunds
  - (d) Waste water recycling .
  - (e) Maintenance of water bodies and distribution system in the Campus

7.2 Green campus initiatives include:

- (a) Restricted entry of automobiles
- (b) Battery-powered vehicles
- (c) Pedestrian-friendly pathways**
- (d) Ban on the use of plastics
- (e) Landscaping with trees and plants

7.3 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

- Green audit
- Energy audit
- Environment audit
- Clean and green campus recognitions/awards
- Beyond the campus environmental promotion activities

7.4 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.
- Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading

7.5 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- (a) The Code of Conduct is displayed on the Website.
- (b) There is a committee to monitor adherence to the Code of Conduct.
- (c) Institution organizes professional ethics programmes for students, teachers, administrators and other staff.
- (d) Annual awareness programmes on Code of Conduct are organized.