

## Criterion 4 Institutional Management

### Criterion 4.1

#### Institutional Vision and Development Plan for “Green Campus, Clean Campus”



### 1. Institutional Vision

The institution envisions developing a sustainable, environmentally responsible, and socially conscious campus that promotes ecological balance and cleanliness. The “Green Campus, Clean Campus” initiative aligns with the broader vision of fostering environmental stewardship, promoting green practices, and creating a healthy academic environment for all stakeholders.

The vision emphasizes integrating environmental values into the academic and administrative framework, encouraging students to become responsible citizens committed to sustainability and conservation.



### 2. Vision Document

The institution has incorporated the concept of a green and clean campus into its vision document by focusing on the following key aspects:

- Promotion of environmental awareness and education among students and staff
- Development of eco-friendly infrastructure and practices
- Adoption of sustainable waste management systems
- Reduction in the use of plastics and promotion of green alternatives
- Conservation of natural resources such as water and energy
- Enhancement of campus biodiversity through plantation and landscaping



This vision document serves as a guiding framework for all environmental initiatives undertaken by the institution.

### 3. Institutional Development Plan

In alignment with its vision, the institution has formulated a development plan to systematically implement green and clean practices:

- **Infrastructure Development:** Establishment of green spaces, plantation drives, and maintenance of gardens and lawns
- **Waste Management System:** Installation of dustbins, segregation of waste, and promotion of recycling practices
- **Plastic-Free Campus:** Gradual elimination of single use plastics within the campus
- **Energy and Water Conservation:** Adoption of energy-saving measures and awareness regarding water conservation
- **Awareness and Participation:** Organizing campaigns, workshops, and activities to involve students and staff
- **Collaboration:** Encouraging partnerships with local bodies and environmental organizations for effective implementation



Figure 1 Students' Centre-cum Multipurpose Hall Under-construction



### 4. Plan of Action

To operationalize the institutional vision and development plan, the following actions were undertaken:

#### **4.1 Cleanliness and Maintenance Drives**

Regular cleanliness drives were organized to ensure hygiene and proper maintenance of campus premises, involving active participation from students and staff.

#### **4.2 Plantation and Green Initiatives**

Tree plantation programmes were conducted to enhance green cover. Students were encouraged to adopt and nurture plants, ensuring sustainability of the initiative.

#### **4.3 Waste Management Practices**

Segregation of waste into biodegradable and non-biodegradable categories was promoted. Adequate dustbins were installed, and awareness regarding the 3Rs (Reduce, Reuse, Recycle) was created.

#### **4.4 Awareness and Sensitization Programmes**

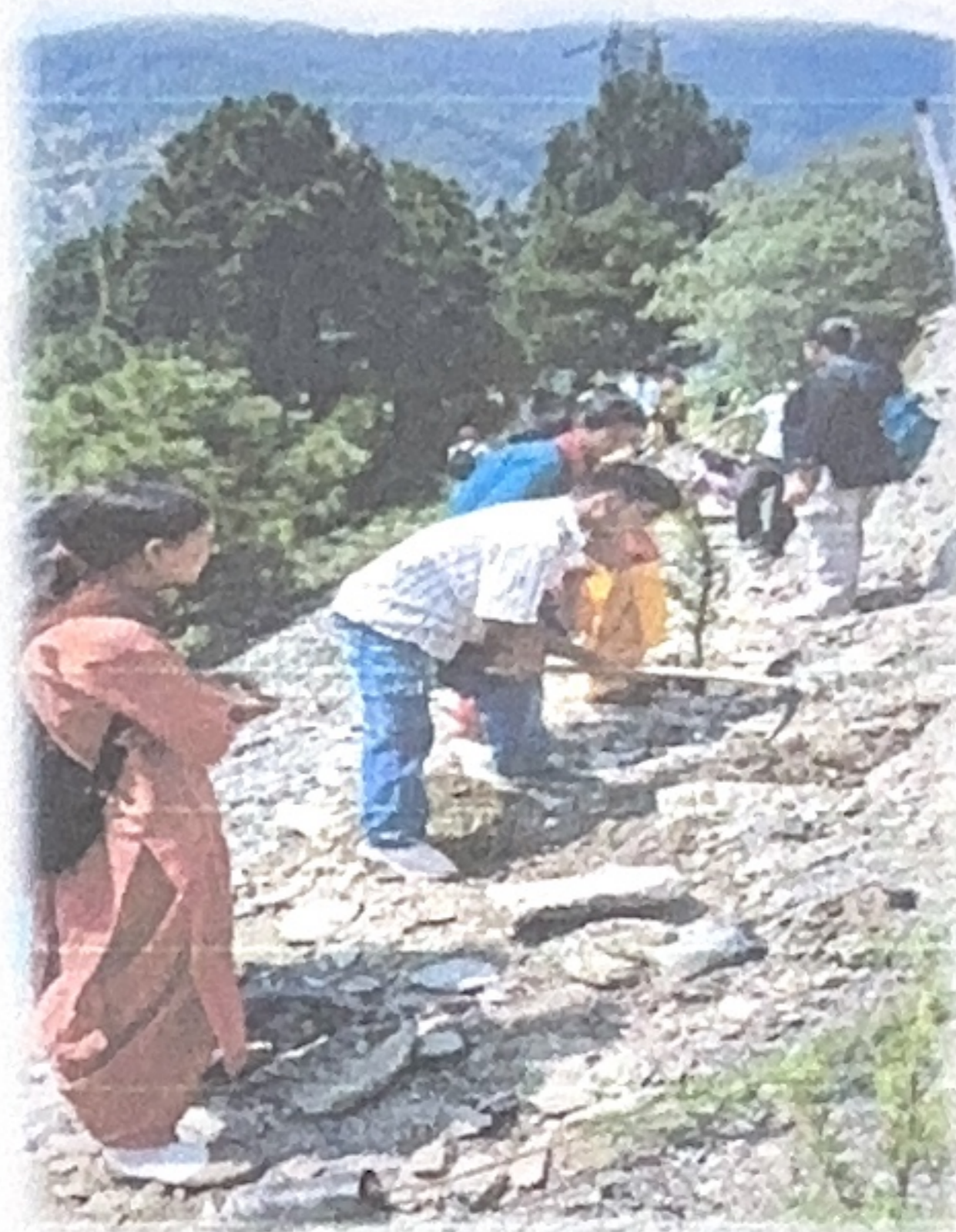
Various activities such as seminars, poster-making competitions, and rallies were organized to promote environmental consciousness and responsible behaviour.

#### **4.5 Plastic-Free Campus Measures**

Steps were taken to minimize plastic usage by encouraging eco-friendly alternatives and spreading awareness about the harmful effects of plastic pollution.

#### **4.6 Resource Conservation Practices**

Efforts were made to promote energy and water conservation through behavioural changes and awareness initiatives among students and staff.




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## **5. Outcome and Impact**

The implementation of the above plan has led to improved campus cleanliness, increased green cover, and enhanced environmental awareness among students. It has also fostered a sense of responsibility and active participation in sustainability initiatives.

Approved by:-

  
Principal  
Govt. College Tissa  
Chamba (H.P.)  
Government Degree College Tissa,  
Distt Chamba (H.P.)

Criterion 4.2

## Criterion 4.2 IQAC:

### IQAC meeting

Date 18/7/25 07<sup>th</sup> July, 2025

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The meeting commenced with the permission of the Chair. The Principal emphasised the need to accelerate on going academic and administrative work to achieve a combination and improved institutional performance.

### Key Discussion

- (1) It was decided to strictly follow the academic calendar
- (2) Faculty members were instructed to complete syllabus within stipulated time
- (3) Emphasis on conducting extra/ remedial classes for slow learners
- (4) Increase use of ICT tools and smart classrooms
- (5) Encouragement for preparation of PPTs and digital content
- (6) Regular monitoring of classroom teaching.
- (7) Timely conduct of class tests, assignments and presentations.
- (8) Evaluation to be conducted without delay
- (9) Faculty encouraged to participate in FDPs, seminars and conferences.

## IOAC - Meetings

13/11/25

13<sup>th</sup> Nov, 2025


A meeting of IOAC Govt College Tissa commenced with the permission of the chair. The main focus of the meeting was on the progress made by the IOAC. In the meeting following points were discussed:

- (1) Review of previous IOAC meeting minutes
- (2) Assessment of academic and administrative progress.
- (3) Review of NAAC-related activities and documentation
- (4) Status of ongoing development works in the college.
- (5) Measures to improve teaching-learning process.

### Academic Progress Review

- (1) The committee reviewed the syllabus completion status.
- (2) emphasis was laid on timely completion of the curriculum as per University statute.
- (3) Faculty members were advised to maintain updated teaching diaries.
- (4) Discussion was held on strengthening document for NAAC accreditation.
- (5) The committee

Approved by

  
Principal  
Govt. College Tissa  
Distt. Chamba (H.P.)

## Criterion 4.3

# Management of Institutional Funds (BF, AF and PTA)

### 1. Management of Institutional Funds (BF, AF and PTA):

The institution ensures transparent, accountable, and need-based utilization of funds under Building Fund (BF), Amalgamated Fund (AF), and Parent-Teacher Association (PTA). The Building Fund is primarily used for infrastructure development, repair, and maintenance of physical facilities. The Amalgamated Fund supports academic activities, procurement of teaching-learning resources, and organization of co-curricular programmes. The PTA fund is managed with active participation of PTA members and is utilized for meeting urgent institutional requirements, engaging guest faculty, and supporting student-centric activities. All financial transactions are carried out as per government norms, with proper documentation, record maintenance, and approval mechanisms in place.

Principal GC Tissa

Office of the Principal GDC Tissa Distt. Chamba

Fund	Income	Expenditure
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A.F	80024	120167
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B.F	56753	45780
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Periodic Audit 01.04.2015-31.03.2020

### 2. Settlement of Bills and Advances:

The institution follows a systematic and time-bound process for the settlement of bills and advances. All advances provided for official purposes are adjusted within the stipulated time frame by submitting relevant bills, vouchers, and supporting documents. Utilization certificates are prepared and verified to ensure proper use of funds. Regular monitoring and follow-up mechanisms are in place to avoid delays and ensure financial discipline, transparency, and accountability.

### 3. Periodic Audit:

The institution conducts periodic internal as well as external audits to ensure financial transparency and compliance with established rules and regulations. All financial records, including receipts, payments, and vouchers, are thoroughly examined during the audit process. Any observations or objections raised by auditors are promptly addressed, and

necessary corrective actions are taken. This practice strengthens financial governance, ensures accountability, and promotes efficient utilization of institutional funds.

#### Criterion 4.4 Grievance Redressal of Students and Employees

### Grievance Redressal

Dated: 20/03/2024

A grievance was received from some students and employees regarding H.P.U. Exam Related. The issue was brought to the notice of the Grievance Redressal Committee on 20/03/2024.



After receiving the complaint, the matter was discussed in detail with the concerned students and staff members. The committee carefully examined all the facts and tried to understand the problem from every aspect.

Necessary steps were taken immediately and the concerned department was instructed to resolve the issue without delay. Regular follow-up was done by the committee to ensure that the matter is handled properly.

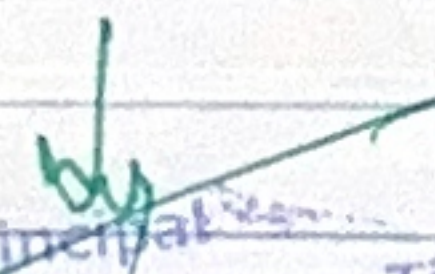
With the cooperation of all concerned, the issue was resolved successfully within one week on 26/03/2024. The students and employees expressed their satisfaction regarding the action taken.

The institution always remains committed to address such grievances promptly and maintain a healthy and supportive environment.

Signatures

(  ) (  )

Grievance Redressal Committee

  
Principal  
Govt. College Tissa  
Distt. Chamba (H.P.)

## Criterion 4.5

### Report on Green Campus, Clean Campus Initiative

The “Green Campus, Clean Campus” initiative was undertaken with the objective of promoting environmental sustainability and maintaining cleanliness within the campus. The programme focused on creating awareness among students and staff about the importance of a clean and green environment while encouraging responsible behaviour toward natural resources.



During the period, various activities were organized to achieve these objectives. Regular cleanliness drives were conducted in which students, faculty, and non-teaching staff actively participated in maintaining hygiene in classrooms, corridors, and surrounding areas of the campus. Plantation drives were also carried out to enhance green cover, where saplings were planted and students were encouraged to take responsibility for their care and maintenance.

Efforts were made to implement effective waste management practices by installing dustbins at appropriate locations and promoting the segregation of biodegradable and non-biodegradable waste. Awareness programmes such as poster-making activities, rallies, and discussions were organized to sensitize students about environmental protection, sustainable practices, and the importance of reducing plastic usage. The campus also promoted a plastic-free environment by encouraging the use of eco-friendly alternatives.



In addition, emphasis was laid on conserving energy and water by motivating students and staff to adopt simple practices such as switching off electrical appliances when not in use and avoiding unnecessary wastage of water.

Principal  
Govt. College Tissa  
Distt. Chamba (H.P.)

The initiative resulted in visible improvement in campus cleanliness, increased environmental awareness among students, and a positive shift in their attitude toward sustainable practices. It also helped in developing a sense of responsibility and collective participation among all stakeholders.

Overall, the “Green Campus, Clean Campus” initiative has contributed significantly to creating a healthy, eco-friendly, and sustainable academic environment. Continued efforts in this direction will further strengthen environmental consciousness and institutional responsibility toward sustainability.



## 4.6

### Facilities for Students

The institution ensures the availability of adequate facilities to support the academic, personal, and extracurricular needs of students. A well-maintained common room for girls is provided, offering a safe and comfortable space for rest and recreation. The institution also ensures adequate and hygienic toilet facilities in proportion to the student strength, maintaining proper sanitation standards.



To promote health and hygiene among female students, sanitary napkin vending machines have been installed on the campus, along with incinerators that are regularly used for safe and eco-friendly disposal.



A dedicated CSE (Computer Science and Engineering/Computer Lab) room equipped with proper furniture and necessary infrastructure is available to facilitate effective practical learning and digital engagement.

The institution also provides a student center that serves as a hub for co-curricular and extracurricular activities. It is regularly utilized for organizing events, meetings, and student engagement programmes, contributing to the holistic development of learners.



In addition, the playground is actively used by students for sports and physical activities, encouraging fitness, teamwork, and overall well-being.

Overall, these facilities reflect the institution's commitment to providing a supportive, inclusive, and student-friendly environment.



4.7

**Office of the Principal Govt College Tissa, Chamba, H.P.**

**No. EDN GDC TISSA-(PRINCIPAL/2025-26)\_\_\_\_\_**

**Dated: 15/2/2026**

### **CERTIFICATE**

This is to certify that the Service Book records of all employees presently posted at Government College Tissa, District Chamba (Himachal Pradesh), have been properly maintained and are duly updated in accordance with the relevant rules, instructions, and guidelines issued by the Government of Himachal Pradesh and the Directorate of Higher Education, Himachal Pradesh.

It is further certified that all entries pertaining to appointments, promotions, pay fixation, increments, leave, verification of service, and other service-related particulars have been accurately recorded and updated up to date.

  
Principal  
Govt. College Tissa  
Distt. Chamba (H.P.)

**Govt. College Tissa**

4.9

### **Prompt Response to Official Correspondence**

- The institution ensures timely receipt and acknowledgement of all official communications from Government and higher authorities.
- A proper system of diary and dispatch is maintained for recording incoming and outgoing correspondence.
- All letters, emails, and notices are processed promptly and forwarded to the concerned authorities/sections without delay.

- Priority is given to urgent and time-bound communications to ensure adherence to deadlines.
- Required information, reports, and replies are prepared accurately and submitted within the stipulated time frame.
- Regular monitoring and follow-up mechanisms are in place to avoid pendency.
- The system reflects administrative efficiency, transparency, and accountability in institutional functioning.

Principal  
Govt. College Tissa  
Distt. Chamba (H.P.)

4.10

Office of the Principal Govt College Tissa, Chamba, H.P.

No. EDN GDC TISSA-(PRINCIPAL/2025-26)\_\_\_\_\_

Dated: 10/02/2026

#### CERTIFICATE

This is to certify that the official records of Government College Tissa, District Chamba (Himachal Pradesh), are being properly maintained, updated, and preserved in accordance with the prescribed rules and instructions of the Government of Himachal Pradesh and the directions issued from time to time by the Directorate of Higher Education, H.P.

The records maintained in this establishment include the Cash Book, Stock Register, Funds Records, Leave Records, service-related files, and other statutory and administrative registers. All entries are made regularly, duly verified, and authenticated by the competent authority.

Principal  
Govt. College Tissa  
Distt. Chamba (H.P.)

### 4.11 Proper records of students attendance and CCA

All the faculty members maintain proper of attendance and CCA in the register

Govt.			Month <u>Oct</u> Year <u>2024</u>	Month <u>Nov</u> Year <u>2024</u>	A-30A 203-204 201-02-03-204												
Sub: <u>Political Science</u> Code: <u>( )</u>														Assignment (10)	Assignment Total (30)	Total Remarks	
Class <u>III</u> Year <u>1</u> Month/Year																	
Sr. No.	Roll No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	23044	Samar Singh	P	P													
	1046	Ramesh Kumar															
	047	Divya Tyot															
	048	Beena															
	049	Neelam															
	053	Naseema															
	055	Kajal															
	1056	Jeet Singh															
	058	Chamba Th															
	074	Virender Kumar															
	077	Bhawna															
	079	Heena Devi															
	081	Reena Devi															
	084	Bhumika Th															
	1085	Ashok Kumar															
	086	Gudda Devi															
	089	Anchal Th															
	092	Ashi															
	095	Priyanka															
	096	Heena Kumar															
	097	Pushpa Kumar															

Principal  
Govt. College Tissa  
Niet Chamba (H.P.)



#### 4.16 Involvement of Stakeholders

##### Parents Teachers Association (PTA)

- PTA is very supportive and has been involved in many constructive activities for students during the session 2024-25.
- The PTA contributes in the various Academic and Non-Academic activities of the college and in this regard, decisions have been taken in PTA Executive meetings.

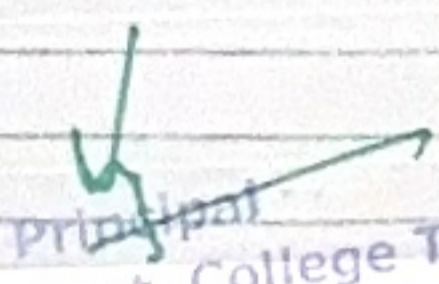
General House Page 45

Date: 12 August, 2025, TISSA

The PTA General House was held on 12 August, 2025 as per notified schedule which was chaired by Principal, S. C. TISSA, Prof. Subhan Mohd. The agenda of meeting/General House was to constitute a PTA Executive Body for the session 2025-26. The following members were present in the meeting:

1. Prof. Sanjay Kumar	Prof.
2. Mrs. Lal Singh	Mrs.
3. Pritesh Kumar	PTA
4. Bhimesh Kumar	Prof.
5. Anil Chaud	Prof.
6. Bhasat Ram	Prof.
7. Navdeep Malik	Parent
8. Shashi Yadav	Parent
9. Madhu Bala	Parent
10. Deep	Parent
11. Pooja Ram	Parent
12. Anjum Shikha	Parent

Principal  
Govt. College Tissa  
Distt. Chamba  
DIXO-215

  
Principal  
Govt. College Tissa  
Distt. Chamba (H.P.)

#### 4.18

### Report on Annual Review Meeting on Student Academic, Co-curricular, Extra-curricular and Extension Activities and Action Plan for Next Academic Session

#### 1. Introduction

The institution organized an Annual Review Meeting to evaluate the performance of students in academic, co-curricular, extra-curricular, and extension activities. The meeting aimed to assess the progress made during the current academic session and to formulate an action plan for achieving excellence in the upcoming session.

## 2. Details of the Meeting

The meeting was conducted in the college conference hall in the presence of the Principal, faculty members, and staff. Active participation and constructive discussions were observed among all members regarding student performance and institutional development.



## 3. Review of Academic Activities

- Analysis of student performance in internal assessments and university examinations
- Discussion on syllabus completion and teaching methodologies
- Identification of slow and advanced learners
- Emphasis on improving result outcomes and academic discipline

## 4. Review of Co-curricular Activities

- Evaluation of seminars, workshops, quizzes, and academic competitions conducted
- Student participation and engagement levels were discussed
- Need for increasing academic enrichment activities was highlighted

## 5. Review of Extra-curricular Activities

- Assessment of cultural events, sports activities, and talent-based competitions
- Encouragement for wider student participation in youth festivals and sports meets
- Identification of areas requiring better coordination and planning

## 6. Review of Extension Activities

- Review of NSS/NCC activities and community outreach programmes
- Participation in cleanliness drives, awareness campaigns, and social service initiatives
- Emphasis on strengthening community engagement and social responsibility

## **7. Key Observations**

- Good participation of students in various activities
- Scope for improvement in academic performance and regular attendance
- Need for better planning and documentation of activities
- Requirement of more structured mentoring for students

## **8. Action Taken / Recommendations**

- Remedial classes for slow learners and advanced support for meritorious students
- Strengthening mentorship and tutorial system
- Regular organization of seminars, workshops, and guest lectures
- Improved coordination among committees for smooth execution of activities
- Enhanced documentation and record maintenance

## **9. Action Plan for Next Academic Session (For Achieving Excellence)**

- Preparation of academic calendar with clear timelines for all activities
- Focus on result improvement through continuous assessment and feedback
- Increased participation in inter-college and university-level events
- Promotion of research-oriented and skill-based activities
- Strengthening extension activities with community linkage
- Adoption of innovative teaching methods and ICT tools
- Regular monitoring and review meetings for continuous improvement

## **10. Conclusion**

The Annual Review Meeting proved to be highly productive in assessing institutional performance and identifying areas of improvement. The action plan formulated during the meeting will contribute significantly toward achieving academic excellence and holistic development of students in the forthcoming academic session.