

**Govt. College Chail-Koti District Shimla**

## Self Assessment Report (SAR)

## The Internal Evaluation and Ranking of the Colleges

### Criterion-1

### Teaching Learning (Score 140)

Sr No	Activity	Description of Scores	Total Score	College Score =104	Remarks
			140		
1.	Mode of Teaching	1. Lecture Method Only=6 2. Technology based Teaching only =6  (6+6=12) Blended teaching =12 3. Flipped Classroom =8 4. As per need of different groups of students =5	25	12  08 05 <hr/> 25	All the details are recorded in Teachers' Registers
2.	Curriculum Planning and Implementation i. Teaching schedule=10 ii. Whether learning outcomes defined=5 iii. Curriculum enrichment practices (e.g. projects, surveys, educational tours and industry visits)=16 iv. Internal assessment mechanism (quizzes, class test, presentation,	1. Followed 100% =10 80-99% =8 60-79% =6 Up to 59% =4  ii. 100% =5	45	10  05  08	All the details are recorded in Teachers' Department Registers

	<p>assignments, MTT etc (Max.8)</p> <p>v. Prompt Communication of Assessment /results to students=6 (e.g. displayed on college website/notice board/class groups, submitted to COE)</p>	<p>80-90% =4</p> <p>60-79% =3</p> <p>Up to 59% =2</p> <p>iii. 4.0x No. of enrichment practices observed =16</p> <p>iv. Followed by all the departments  =8</p> <p>Above 80 % =6</p> <p>60- 79% =4</p> <p>Up to 59% =2</p> <p>V. Within 7 Days =6</p> <p>8-14 Days =3</p> <p>More than 14 days = Nil</p>		<p><b>08</b></p> <hr/> <p><b>06</b> <b>37</b></p>	
3.	<p>Add-on Courses, Certificate Courses:</p> <p>i.No of Courses (to be specified separately)</p> <p>ii. % of Students benefitted (% of students completed MOOCs/spoken tutorial/NPTEL/ other courses offered by recognised organizations)</p>	<p>i. No. of courses &gt;5 and student benefitted &gt;50%= 10+10</p> <p>ii. No. of courses &gt;3 and student benefitted 31-40%= 5+5</p> <p>iii. No. of courses &lt;3 and student benefitted up to 30%= 2.5+2.5</p>	20	<b>NIL</b>	College has initiated for introduction of few add on courses in the new building.
4.	<p>Student Feedback (taken from students with 80% attendance)</p> <p>i. Sample Size</p> <p>ii. Students 'satisfaction</p> <p>iii. Action on Feedback</p>	<p>i.&gt;25%=05, 20-25%=4,15-19%=3; 10-14%=2,&lt;10%=1</p> <p>ii.91-100%=10; 81-90%=8; 71-80%=6; 61-70%=4; less than 61%=0</p>	25	<b>05</b> <b>10</b>	Feedback from all stakeholders i. e Students, parents and teachers has been

		iii. Considered and action taken on doables 81-100%=10; 61-80%=8; 51-60%= 6; 41-50%=4		<b>10</b> <b>25</b>	gathered and proof of the feedback form and the responses are attached in the file.
5.	Examination Results: i. % of students Passed ii. % of students with A Grade and Above iii. No. of Students in University Merit	i.>81%=9; 71-80%=8; 61-70%=7; 51-60%=6; 41-50%=4; 31-40%=3; 30%=0  ii. > 20% with A Grade and above =8; 16-20%=7; 11-15%=6; 6-10%=5; 1-5 % =4 iii.HPU/SPU merit list 1 <sup>st</sup> -3 <sup>rd</sup> position=8; 4 <sup>th</sup> -10 <sup>th</sup> position=6	25	<b>09</b> <b>08</b> <b>17</b>	Total Students in BA, B.COM= <b>139</b> Students Passed = <b>117</b> % age Of Students Passed= <b>84.17%</b> %age of students with A Grade and Above= <b>69.78 %</b>

## Criterion-2

### Students Support, Services and Progression (Score 280)

Sr. No.	Activity	Distribution of Scores	Total Score 280	Score Claimed by College (150)	Remarks
1.	Pre and Post Admission Counseling: i. Admission schedule, course available, student intake, eligibility conditions communicated through various media ii. Pre admission counseling iii. Student oriented about: Institutions, Students facilities, Library, Inductory session with faculty and staff, Academic calendar, requirements of credits per course and CCA and other requirements post admission	i. Publicity through any 3 means = 5; Publicity through any 2 means=3; Publicity through any 1 means=2 ii. Yes = 10 No = 0 iii. Post admission counseling/Induction = 10	25	5  10  10  5+10+10= 25	Information is given the College Prospectus  prospectus available on college website .http://www.gdcc hailkoti.edu.in
2.	Scholarships: i. Awareness about different Scholarships schemes and 100% coverage of all eligible students ii. Scholarships other than Government Schemes	i. =5  ii. =5	10	5  NIL  =5	The requisite information is given in the College prospectus, College Website and session regarding scholarships schemes has been done in the college. All scholarships schemes have been displayed on the board.
3.	Sports and Cultural activities i. % of students participating in sports activities	i. >20% =10 16-20% =6 11-15% =2 ii. >20% =10 16-20% =6	32	10  10	The information is maintained by the Physical Education Department.

	ii. % of students participating in cultural activities iii. Medal/Trophy won in sports/Cultural activities a) National/Inter University b) State/Inter College c) District level (also include cluster level)	iii. 11-15% =2 a. 12 b. 10 c. 6		NIL  10+10+0 =20	
4.	Students participating in NSS/NCC/Rangers & Rovers/Clubs	i. NSS =4 ii. NCC =4 iii. Rangers & Rovers =4 iv. Road Safety =4 Red Ribbon/Eco/Youth Red Cross/any other club/society =4	20	4 NIL NIL 4  4  4+0+0+4+ 4=12	All information is maintained by NSS Incharge, Road Safety Nodal Officer & Incharge of Red Ribbon/Eco/Red Cross.
5.	NSS/NCC/Rangers & Rovers: participating in I. National Camps/RD parade II. State Camp/Parade III. Award won in these activities a) National b) State c) Cluster Level	i. 10 ii. 7 (either of i or ii) iii. a) 8 b) 5 c) 3	18	NIL NIL  NIL NIL NIL	
6	Anti-Drug Awareness Programmes: i. No. of awareness programme organized ii. % of students benefitted iii. Counseling of suspected addicts	i. 4 and above=4;3=3,2=2, 1=1 ii. More than 50%=4 iii. 2	10	1  4 =5	The information is maintained by the concerned teacher.
7.	Gender Equity: i. No. of health/sensitization programmes organized ii. % of students benefitted iii. Women anti sexual harassment committee constituted as per norms iv. Grievances Redressal as per timeline	i. 3 and above= 3;2=2; 1=1 ii. More than 20%= 3; 11-20=2 iii. Yes = 2 iv. Yes = 2	10	3  3  2 2 =10	Record is maintained by the concerned Gender Equity committee.
8	Mentor-Mentee Groups: Sessions conducted per group of students	4 and more session= 10; 3= 8; 2=5; 1= 3	10	10	Record is maintained by IQAC

9.	Coaching for National level competitive examinations/HAS	10	10	NIL	
10.	Remedial Classes/Bridge Courses: % of students benefitted	i. More than 20% =10 ii. 16-20 = 8 iii. 11-15 = 6 6-10 = 4	10	10	Record is available in departmental Attendance registered and departmental file
11.	Capacity Building of Students: i. Life Skills (Yoga, Martial Arts, Problem solving, critical thinking, Decision making, Effective communication skills, coping with stress and emotions etc. ii. Language-cum-Graduate attributes Development programmes	i. =10    iv. =10	20	NIL   10	Record is maintained by the Physical education and Hindi department.
12.	Career Counselling & Placement Cell: i. No. of Career Counselling Sessions organized for each group of student ii. No. of placement drives iii. Self Employment Modules Organised iv. No. of students Benefitted	i. More than 5= 6; less than 5=4 ii. More than 2= 4; less than 2=2 iii. Yes=4; No= 0 iv. More than 50%= 6; Less than 50%= 4	20	6	Record is maintained by the Career Counseling & Placement cell.
13.	Students Progression: i. No. of students opted for Higher Education ii. No. of students who cleared National Level examination (IAS,CDS,OTA,JAM,NET etc.) and HAS, A.P. through HPPSC	i. >50%= 10; 30-50%= 8; 20-30%= 6; up to 20%= 4 ii. 5.0×no.of students (Max. 20 points)	30	8	Record is maintained by Office
14.	No. of Co-curricular and Sports Activities organized: i. Inter-University Events(Zonal/National) ii. Inter-College events iii. Intra-College Events(Annual Athletic Meet and Cultural Functions)	i. Inter-University Events- 10 ii. Inter-College Events- 6 iii. Intra-College Events- 3 Each (Max.9)	25	9	Record is maintained by the Physical education department
15.	Annual Prize Distribution Function Organized: (Yes/No)	Yes= 10 No= 0	10	NIL	
16.	College Magazine Published: (Yes/No)	Yes= 10 No= 0	10	10	Available in College Library

17.	College website updated regularly or not	Yes= 10 No= 0	10	10	<a href="http://gdcchailkot i.edu.in">http://gdcchailkot i.edu.in</a>
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### Criterion- 3

#### Infrastructure & Resources (Scores 160)

Sr. No.	Activity	Distribution of Scores	Total scores	Score Claimed by the college	Total Score Claimed by the college	Remarks
1	<b>Classrooms</b> <b>Classrooms well maintained</b>	Yes=10 No= 0	10	<b>10</b>	10	
2.	<b>Library Facilities</b>					
	I. Whether adequate printed books available II. Whether daily Newspaper(minimum 5), Magazine (minimum 3), and Journals (minimum 3) III. Whether access to e-resources available IV. Seating Capacity in the Library V. Usage of library resources VI. Digital Library having at least 5 computer system with internet facility.	i. 500 books per hundred students = <b>3</b> ; Less than 500=1 ii. Yes= <b>3</b> No=0 iii. Yes = <b>3</b> iv. 10% or more of the student strength= <b>4</b> v. 100% = <b>7</b> 75% = <b>5</b> 50% = <b>3</b> 25% = <b>1</b> vi. Yes=5	25	i=3  ii=0  iii=0  iv=4  v=7 vi=0	14	Record available in library
3.	<b>ICT Facilities:</b> i. No. of Interactive panels./Virtual Classrooms, Multimedia Projectors/K-Yan ii. % of teachers using ICT facilities iii. No. of students benefited from ICT Facilities iv. Internet connections-Leased Line/Fibre Network/Wi-Fi campus (Yes/No) v. Use of ICT Facilities	i. 5 or more=5, 4=4,3=3, <b>2=2</b> ,1=1  ii. > <b>50%=5</b> ;<50%=0 iii. > <b>50%=5</b> ;<50%=0  iv. <b>Yes=5</b>  v. <b>100%=5</b> 75%=4	<b>25</b>	i=2  ii=5  iii=5  iv=5  v=4	<b>21</b>	<b>Record Available in College Office</b>

<b>4.</b>	<b>Facilities for specially-abled Students:</b> i. Ramps/Wheel-chairs/Support railing ii. Separate wash-rooms	i. <b>Yes=2</b>  ii. <b>Yes=2</b>	<b>4</b>	i=2  ii=2	<b>4</b>	<b>These facilities available in New Building</b>
<b>5.</b>	<b>Sports Facilities:</b> i. No. of games/sports activity conducted ii. Indoor sports facilities iii. Adequate sports equipments iv. Gymnasium (Operational)	i. More than <b>5=8</b> ; Less than 5=4 ii. Yes=4 iii. <b>Yes=4</b> iv. Yes=4	20	i=4 ii=4  iii=4 iv =0  iv=0	12	Available in the new building also
<b>6</b>	Auditorium/Hostels/Seminar Hall/Staff Quarters	Auditorium =4 Hostels =4 (2 points for each hostel) Staff Quarters =4 Seminar Hall =4	16	=4	<b>4</b>	Available in new building
<b>7</b>	i. Laboratories with adequate equipments according to syllabi ii. Usage of available lab infrastructure	i. Yes=10  ii. 100% =10 75% =6 50% =5 25% =1 <25=0	10	I=0  li=0	NIL	
<b>8</b>	i. Adequate number of computers  ii. Usage of computer hardware	i. One system 30 per students=5; 31-40=3; 41-50=2. More than 50=1  ii. 100% =5 75% =4 50% =2 25% =1 <25%=0	10	I=1  li=5	<b>6</b>	Records available in office and concerned department
<b>9</b>	Canteen, Staff Room/faculty Room, Space for NSS, NCC, Rangers & Rovers, Examination Room, Medical Care Facilities	2 points each facility(Maximum 10)	10	10	10	All these available in New Building
<b>10</b>	Documentation of Academic, co-curricular and extracurricular activities and achievement of students and staff on regular basis	Yes = 20 No =0	20	20	20	



<b>Total</b>		160		<b>101 out of 160</b>	
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<b>Criterion-4</b> <b>Institutional Management (Score 200)</b>					
<b>S.N.</b>	<b>Activity</b>	<b>Distribution of Scores</b>	<b>Score (200)</b>	<b>College Score =158</b>	<b>Remarks</b>
1	Institutional Vision (i) Vision Document (ii) Institutional Development Plan (IDP) (iii) Plan of Action for Above	6 points each	18	6 6 6  =18	Published in Prospectus ,and records available with IQAC
2	IQAC: No. of meetings per year No. of programmes organised (training, workshops, IPR, etc)	4 meetings =6  2 per activity (Max.6)  (1) Conduct One week workshop on :Decoding NEP 2020 in the month of December 16 <sup>th</sup> to 22 <sup>nd</sup> 2023  (2) Organized one day symposium on NAAC Accreditation & NEP 2020 connecting the Dots and Empowering the Academia collaboration with Govt. College Sunni on dated 11-06-2024.	12	6       4  =10	Recorded in IQAC registered       Recorded in IQAC registered

3	Management of Institution Funds: (i) Funds(BF,AF,PTA etc) used/spent for Institutional Development/ Student welfare (ii) Periodic audit (iii) Settlement of bills/advances within a specified time frame	i. Utilized> 90% of the funds collected annually-10; 90%-8; 51-70%-6; 31-50%-4 <30%-0 ii. Yes=2 iii. Yes=4	16	6 2 4 =12	Records are available in the office
4	Grievance Redressal of Students and Employee i. Redressal within week ii. Redressal within month iii. No Redressal	i= 10 Ii=4 Iii=NIL	10	10	Records are available in Grievance Redressal Committee
5	Green and Clean Campus I. Green initiatives of institution ( at least 3) II. Cleanliness in washroom, building/ campus	I.= 6 ii.= Excellent=10 Satisfactory=6 Poor=0	16	16	Original copy with NSS Registered
6	Facilities for students: (i) Common room for girls (ii) Adequate toilet as per students strength (iii) Sanitary napkin vending machine/ incinerator regularly put in use (iv) CSCA room with proper furniture (v) Regular use of playground (vi) Student centre for co-curricular activities and its regular use	3 for each facility	18	15	Available in new campus
7	Regular Updation of Service Books/service records	Yes=3	3	3	Records available in office

8	Timely Submission of ACRs	Yes=3	3	3	Records available in office
9	Prompt Response to Official Correspondence	Yes=5	5	5	Records available in office
10	Proper maintenance of official records (Cash books/ stock registers, Fund registers, Leave records, Fine fund etc.)	Yes=10	10	10	Records available in office
11	Proper Record of Students Attendance and CCA	Yes=10	10	10	Recorded in Attendance Registered and Department File
12	Whether ranked by NIRF, Other Agencies	Yes=10	10	NIL	Not ranked
13	Whether accredited by NAAC	A and above (level4 or 5)=20 B+ & B++ (level3)=16 B 9Level2)=12 Accredited (level1)=10	20	NIL	Not accredited
14	Whether AQARs are being submitted as per timeline annually or not	Yes=12 No=0	12	NIL	AQARs not submitted yet
15	Recognition for exemplary Contributions of the staff and Students	4 Point each	8	4	Community outreach programme by staff
16	Involvement of Stake Holders: <ul style="list-style-type: none"> <li>PTA</li> <li>OSA</li> </ul>	<ul style="list-style-type: none"> <li>PTA constituted as per norms=1</li> <li>PTA supportive=1</li> <li>Significant contribution of PTA (Enclose documentary proof)=10</li> <li>OSA framed as per norms=1</li> <li>Financial contribution or equivalent (In-kind) per 100 Alumni of Rs. 25,000/- per annum=3</li> <li>Non financial contribution (career counseling, talk, interactive</li> </ul>	20	12+1=13	Recorded in PTA register, Recorded in OSA register

		session/ facilitation in placement of students etc. on regular basis)=4			
17	Feedback from Stakeholders other than Students and action taken thereon	Yes=4	4	4	Available with IQAC
18	Annual review meeting on students outcomes in academics, co-curricular, extracurricular and extension activities and action taken during next academic session for achieving excellence	Yes=25	25	25	Recorded in staff meeting register, Department al register
			200	160	

#### Criterion 5

##### Best Practices, Innovation and Institution Distinctiveness (Scores 80)

Sr. No .	Activity	Distribution of Scores	Total score s (80)	Score Claimed by the college (72)	Remarks
1	<b>Best. Practices Description &amp; outcome of best practices (at least two)</b>	10 per practice	20	20	(1) Car free movement All the staff members and students of the college use public transportatio n for commute to the college (2) Visits of nearby schools in every session The college used to visit schools for

					the orientation of the students for entering in the higher education
<b>2.</b>	<b>Special Initiatives taken for:</b>	<b>4 points per initiative</b>	<b>24</b>	<b>20</b>	
	i. Energy conservation/ use of solar energy		4	4	All staff members use sunlight instead of oven to heat their lunch boxes
	ii. Solid waste Segregation/Management		4	4	There are four types of dustbins in the college for segregation of solid waste such as wet waste, dry waste, sanitary, E-waste
	iii. Rain water harvesting and its use for gardening		4	4	There is rain water harvesting system in the college
	iv. Plastics free campus		4	4	The college is a plastic free campus
	v. Blood Donation camps		4	NIL	
	vi. Adoption of village/educational institutions		4	4	The NSS unit of the college adopted a village named Shrenni for the session 2023-24 and conducted a Health Awareness Programme
<b>3.</b>	<b>Social impact of extension activities :</b>	<b>Minimum 3 activities=10 2 activities =8 1 activity=5</b>	<b>10</b>	<b>10</b>	
	i. The college organized a meeting with all the nearby Gram Panchayats	.			This Programme resulted into mobilization of girls students for higher education
	ii. The college organized a meeting with all parents				Community-Campus connect achieved for the development of

	and representatives of PTA.				college through community involvement.
	iii. Work for the weaker section of society				Distribute books to the students for the help of weaker section of society
<b>4.</b>	<b>Special New Innovative Initiatives or Ideas Adopted in the College</b>	<b>4 points each initiatives</b>	<b>16</b>	<b>12</b>	
	i. Socio- cultural and economic understanding of the students:		4	4	Participation of faculties in various cultural and social functions organized by community for understanding the socio- cultural and economic basis of students
	ii. Public library		4	4	Opened library for the public for providing facilities of books for those who cannot afford books
	iii. Election Survey		4	4	To know the voting behavior of the students and to learn the election procedure. It resulted into the political socialization among the students.
<b>5.</b>	<b>Collaborations:</b> i. With Peer Educational/ Research Institutions ii. Other Govt. Bodies/Industry	<b>5 points each</b>	<b>10</b>	<b>10</b>	(1) MOU Signed with Gyan Vigyan Smiti (2) MOU signed with Forest department

#### Criterion-6

#### Faculty profile & Research Activities (Score 100)

No	Activity	Distribution of Scores	Total Score 100	Score Claimed by College =72	Remarks

1.	Percentage (%) of teachers with Ph.D  7/10	1. More Than 70%=5 2. 61-70%=4 3. 51-60%=3 4. Less than 50%= 2	5	5	All the details are recorded in Service Books
2.	Teachers as research Guides	Nil	Teachers as research Guides	Nil	Nil
3.	No of Orientation programmes, Refresher Programmes, Faculty Development Programmes and Workshops of one week or more Attended by Teachers (in last Three years)	30% of faculty=10 20% of faculty=8 10% of faculty=6 5% of faculty=4	10	10	All records are available in Document File.
4.	Projects/Patents/Fellowships/ Associate ships	i 10 ii 8 iii 10 iv 5 v. 3	10	Nil	
5.	No of Paper presented in Conferences/Seminar/symposia (in Last Three years) i International ii National/regional/State	i 2 Points per paper presented ii 1 Point per paper presented	8	8	Record is available in the file.
6.	Seminars, Workshops, Conferences and Trainings Organized by the Institution International Level National Level State Level	6 4 3	6	4	Record available in IQAC.
7.	No. Of Paper Published; i UGC Care List Journals ii Non UGC Care List Journals iii Citations	i 5 points per paper ii. 2 points per paper iii. 1 point per 20 citations	20	20	Record is available in File.

8.	Teacher's Special Innovative Ideas ( Brief description thereof)  An Interview of Dr Devender Sharma on career in Political Science conducted by D.D Shimla Himachal Pradesh on 28 <sup>th</sup> November,2023.	5		5	Record is available in File.
9.	No. of Books published/Chapter in Books	5 points per book and 2 points per Chapter	10	10	Record is available in File.
10	Teachers Academic and extension Activities: i Resource Person ii Member of Board of Studies/ Subject expert etc. lii Popular Articles	i 2 points each activity ii 4points each activity iii 2 points each activity (Max. 10 points from all categories)	10	10	Record is available in File.
11	Awards by Recognised & Reputed Organisations: i International ii National iii State	8 6 4 (Max. 8 points from all categories)	8	Nil	Nil

#### Critrion-7

#### Miscellaneous (Score 120)

Sr. No.	Activity	Distribution of Scores	Total Score	Score Claimed by College=40	Remarks
1	Any Other Important Information or initiative not Covered Above e.g. Institutional Incubation Centre, R&D- cum – innovation centre, B.Voc, Self Finance courses, Add-on-courses, Internship, OJT, Green Audit, Academic audit etc.	10 Each (Max.50)	50	10	Records available with IQAC



2	Spot evaluation of institutions by the Officers from the Directorate of Higher Education/representative of the Director of Higher Education	20	20	NIL	
3	AG Audit paras settled upto date	yes	05	05	Records available in office
4	Local Audit Paras settled upto date	Yes	05	05	Records available in office
5	Timeline adhered to in reply of court cases /RTI applications/Public grievances received through Mukhyamatri Seva Sanklap 1100 and Centralized Public Grievances Redress and Monitoring System (CPGRAMS)	Yes	10	10	
6	Invited speakers on various themes relevant to holistic development of students	Yes	10	10	Available with concern department
7	Skill development Training (at least 20% students benefited)	Yes	20	NIL	

### SUMMARY OF SCORES

S.N.	Criteria	Score	College Score
1	Teaching Learning	140	104
2	Student Support, Services and Progression	280	150
3	Infrastructure & Resources	160	101
4	Institutional Management	220	158
5	Best Practices, Innovation and Institution Distinctiveness	80	72
6	Faculty Profile & Research Activities	100	72

7	Miscellaneous	120	40
<b>Total Score</b>		<b>1100</b>	<b>697</b>