

**GOVT. DEGREE COLLEGE SARAHAN
DIST. SIRMAUR, H.P.**



**SELF-ASSESSMENT REPORT
2024-25**

The internal evaluation and Ranking of colleges may be made on the basis of following seven criteria:

1. Teaching Learning (Score 140)

S.No.	Activity	Distribution of Scores	Claimed Score	Total Score
1.	Mode of teaching	i. Lecture method only = 6 ii. Technology based teaching only =6 (6+6=12) Blended teaching =12 iii. Flipped Classroom =8 iv. As per need of different groups of students = 5	i.& ii. = 12 iii. Nil iv. =5	17/25
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, assignments, MTT etc) (Max. 8) v. Prompt Communication of assessment/results to students=6 <i>(e.g. displayed on college website / notice board/class groups/submitted to COE)</i>	i. Followed 100% =10 80-99% =8 60-79% =6 Upto59% =4 ii. 100% =5 80-99% =4 60-79% =3 Upto59% =2 iii. 4.0x No. of enrichment practices observed =16 iv. Followed by all the Departments =8 Above 80% =6 60-79% =4 Up to 59% =2 v. Within 7 Days =6 8-14 Days =3 More than 14 Days = Nil	i. 10 ii. 5 iii. Field Survey SEC Geography BA III =4 iv. 8 v. 6	33/45
3.	Add-on Courses / Certificate Courses: i. No. of courses (to be specified separately) ii. % of students benefitted (% of students completed MOOCs / spoken Tutorial/NPTEL/Other courses offered by recognized organizations)	i. No. of courses>5 and student benefitted >50% =10+10 ii. No. of courses>3 and student benefitted 41-50% =7.5+7.5 iii. No. of courses <3 and student benefitted 31-40% =5+5 iv. No. of courses<3 and student benefitted up to 30% =2.5+2.5	Nil	0/20

4.	Student Feedback (taken from students with 80% attendance) i. Sample size ii. Students satisfaction iii. Action on feedback	i. >25%=05, 20-25%=4, 15-19%=3; 10-14%=2, <10%=1 ii. 91-100%=10; 81-90%=8; 71-80%=6; 61-70%=4; less than 60%=0 iii. Considered and action taken on doables 81-100%=10; 61-80%=8; 51-60%=6; 41-50%=4	i. 5 ii. 10 iii. 10	25/25
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 st -3 rd position=8; 4 th -10 th position=6	i. 9 ii. 8 iii. Nil	17/25
Link to Supporting Documents: https://gcsarahan.edu.in/pdf/Criteria1_2425.pdf				

2. Student Support, Services and Progression (Score 280)

S.No.	Activity	Distribution of Scores	Claimed Score	Total Score
1.	Pre and Post Admission Counseling: i. Admission schedule, courses available, student intake, eligibility conditions communicated through various media ii. Pre-admission counseling iii. Student oriented about: Institutions, Students facilities, Library, Introductory 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	i. 5 ii. 10 iii. 10	25/25
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	i. 5 ii. 5	10/10

3.	Sports and Cultural Activities: i. % of students participating in sports activities 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 includes cluster level)	i. >20% =10 16-20% =6 11-15% =2 ii. >20% = 10 16-20% = 6 11-15% =2 iii. a. 12 b. 10 c. 6	i. 10 ii. 10 iii. 16	32/32
4.	Students Participating in NSS/NCC/Rangers & Rovers/Clubs:	i. NSS =4 ii. NCC =4 iii. Rangers & Rovers =4 iv. Road Safety =4 v. Red Ribbon/Eco/Youth Red Cross/any other club/society =4	i. 4 ii. Nil iii. 4 iv. 4 v. 4	16/20
5.	NSS/NCC/Rangers & Rovers: participating in i. National camps /RD Parade ii. State camps/ 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	Nil	0/18
6.	Anti-Drug Awareness Programmes: i. No. of awareness programmes organised 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	i. 4 ii. 4 iii. 2	10/10
7.	Gender Equity: i. No. of health/sensitization programmes organised 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	i. 3 ii. 3 iii. 2 iv. 2	10/10
8.	Mentor-Mentee Groups: Sessions conducted per group of students	4 and more sessions- 10; 3 = 8; 2 = 5; 1= 3	10	10/10
9.	Coaching for National level competitive examinations/ HAS	10	10	10/10

10.	Remedial Classes/Bridge Courses: % of students benefitted	i. More than 20%= 10 ii. 16-20= 8 iii. 11-15= 6 iv. 6-10= 4	10	10/10
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 programs	i. =10 ii. =10	10	10/20
12.	Career Counseling & Placement Cell: i. No. of Career Counseling Sessions organised for each group of students ii. Number 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	i. 6 ii. Nil iii. 0 iv. 4	10/20
13.	Student Progression: i. % 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. 5.0x no. of students (Max. 20 points)	i. 4 ii. Nil	4/30
14.	No. of Co-curricular and Sports Activities organised: 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)	i. Nil ii. Nil iii. 3*3 = 9	9/25
15.	Annual Prize Distribution Function organized: (Yes/No)	Yes=10 No=0	10	10/10
16.	College Magazine Published: (Yes/No)	Yes=10 No=0	10	10/10
17.	College Website updated regularly or not	Yes=10 No=0	10	10/10

Link to Supporting Documents: https://gcsarahan.edu.in/pdf/Criteria2_2425.pdf

3. Infrastructure & Resources (Score 160)

S.No.	Activity	Distribution of Scores	Claimed Score	Total Score
1.	Classrooms Classrooms well maintained	Yes=10 No=0	10	10/10
2.	Library Facilities i. Whether adequate print books available ii. Whether daily newspaper (minimum 5), magazines (minimum 3), and journals (minimum 3), available 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 systems with internet facility.	i. 500 books per hundred students = 3; Less than 500 = 1 ii. Yes = 3 No = 0 iii. Yes=3 iv. 10% or more of the student strength= 4 v. 100%= 7 75%=5 50%=3 25%=1 vi. Yes=5	i. 3 ii. 3 iii. 3 iv. 4 v. 7 vi. 5	25/25
3.	ICT Facilities: i. No. of Interactive Panels/Virtual Classrooms Multimedia Projectors/K-Yan ii. % of teachers using ICT facilities iii. No. of students benefitted 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, 2=2, 1=1 ii. >50%=5, <50%=0 iii. >50%=5, <50%=0 iv. Yes=5 v. 100%=5 75%=4 50%=3 25%=2 <25%=0	i. 5 ii. 5 iii. 5 iv. 5 v. 5	25/25
4.	Facilities for Specially abled Students: i. Ramps/Wheelchairs/support railing ii. Separate Washrooms	i. Yes=2 ii. Yes=2	i. 2 ii. 2	4/4
5.	Sports Facilities: i. No. of games / sports activity conducted ii. Indoor sport facilities iii. Adequate sport equipment's iv. Gymnasium (Operational)	i. More than 5=8 Less than 5=4 ii. Yes=4 iii. Yes=4 iv. Yes=4	i. Nil ii. 4 iii. 4 iv. Nil	8/20
6.	Auditorium/Hostels/Seminar Hall/Staff Quarters	Auditorium=4 Hostels=4 (2 Point for each hostel) Staff Quarters=4 Seminar Hall=1	Nil	0/16
7.	i. Laboratories with adequate equipment according to syllabi	i. Yes=10 ii. 100%=10	i. 10 ii. 10	20/20

	ii. Usage of available Lab infrastructure	75%=6 50%=5 25%=3 <25%=0	Music (I), Geography and Commerce	
8.	i. Adequate numbers of computers ii. Usage of computer hardware	i. One system per 30 students= 5;31- 40=3; 41-50=2, more than50=1 ii. 100%=5 75%=1 50%=2 25%=1 <25%=0	i. 5 ii. 5	10/10
9.	Canteen, Staff Room/Faculty Room, Space For NCC, NSS, Rangers & Rovers, Examination Room, Medical Care Facilities	2 point each facility (Max10)	10	10/10
10.	Documentation of Academic, co-Curricular and extra-curricular activities and achievement of students and staff on regular basis	Yes=20 No=0	20	20/20
Link to Supporting Documents: https://gcsarahan.edu.in/pdf/Criteria3_2425.pdf				

4. Institutional Management (Score 220)

S.No.	Activity	Distribution of Scores	Claimed Score	Total Score
1.	Institutional Vision: i. Vision Document ii. Institutional Development Plan(IDP) iii. Plan of Action for above	6 point each	i. 6 ii. 6 iii. 6	18/18
2.	IQAC: i. No of meetings per year ii. No of programs organized (Trainings, workshops, IPR,etc.)	i. 4 meetings = 6;3 meetings = 4 ii. 2 per activity (Max.6)	i. 6 ii. Nil	6/12
3.	Management of Institutional 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; 71-90%-8; 51-70%-6;31-50%-4; <30%-0 ii. Yes= 2 iii. Yes=4	i. 10 ii. Nil iii. 4	14/16

4.	Grievance Redressal of Students and Employees i. Redressal within week ii. Redressal within month iii. No redressal	i. 10 ii. 4 iii. Nil	10	10/10
5.	Green and Clean Campus: i. Green initiatives of institution (at least 3) ii. Cleanliness in washroom, buildings / campus	i. 6 ii. Excellent = 10 Satisfactory =6 Poor =0	i. 6 ii. 10	16/16
6.	Facilities for Students: i. Common room for girls ii. Adequate toilets as per students' strength iii. Sanitary napkin vending machine/incinerator regularly put in use iv. CSCA room with proper furniture v. Student Centre for co-curricular activities and its regular usage vi. Regular use of playground	3 for each facility	i. 3 ii. 3 iii. 3 iv. 3 v. 3 vi. 3	18/18
7.	Regular Updation of Service Books/Service Records	Yes=3	3	3/3
8.	Timely Submission of ACRs	Yes=3	3	3/3
9.	Prompt Response to Official Correspondence	Yes=5	5	5/5
10.	Proper Maintenance of official records (Cash books/Stock registers, Fund registers, Leave records, Fine fund etc.)	Yes=10	10	10/10
11.	Proper record of students' attendance and CCA	Yes=10	10	10/10
12.	Whether ranked by NIRF, Other Agencies	Yes=10	Nil	0/10
13.	Whether accredited by NAAC	A and above (level 4 or 5) =20 B+ & B++(level 3) =16 B (level 2) =12 Accredited (level 1) =10	Nil	0/20

14.	Whether AQARs are being submitted as per timeline annually or not	Yes=12 No=0	Nil	0/12
15.	Recognition for Exemplary Contributions of the Staff and Students	4 point each	2*4 = 8	8/8
16.	Involvement of Stakeholders i. PTA ii. OSA	i. <ul style="list-style-type: none"> • PTA constituted as per norms=1 • PTA supportive = 1 • Significant contribution of PTA (enclose documentary proof) =10 ii. <ul style="list-style-type: none"> • OSA framed as per norms =1 • Financial contribution or equivalent (in-kind) per 100 Alumni of Rs. 25,000/- per annum =3 • Non-financial contribution (career counseling, talk, interactive session/ facilitation in placement of students etc. on regular basis) = 4 	i. 1+1+10 =12 ii. 1+3 = 4	16/20
17.	Feedback from Stakeholders other than students and action taken thereon	Yes=4	4	4/4
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	25/25
Link to Supporting Documents: https://gcsarahan.edu.in/pdf/Criteria4_2425.pdf				

5. Best Practices, Innovation and Institutions Distinctiveness (Score 80)

S.No.	Activity	Distribution of Scores	Claimed Score	Total Score
1.	Best Practices Description & outcome of Best Practices (at least two)	10 points per best practice	20	20/20

2.	Special initiatives taken for: i. Energy conservation/ use of Solar energy ii. Solid Waste Segregation/Management iii. Rainwater harvesting and its use for gardening and cleanliness iv. Plastic free campus v. Blood Donation camps vi. Adoption of village/ educational institutions	4 points per initiative	i. 4 ii. 4 iii. 4 iv. 4 v. Nil vi. 4	20/24
3.	Social Impact of Extension Activities: (On the basis of Community Feedback)	Minimum three activities=10 2 activities=8 1 activity=5	10	10/10
4.	Special New innovative Initiatives or Ideas Adopted in the College. (Other than at Sr. No. 5.2 above)	4 points each initiative (max.=16)	4*4 = 16	16/16
5.	Collaboration: i. With Peer educational/Research institutions ii. Other Government Bodies/Industry	5 points each (Max. 10points)	i. Nil ii. 5	5/10
Link to Supporting Documents: https://gcsarahan.edu.in/pdf/Criteria5_2425.pdf				

6. Faculty Profile & Research Activities (Score 100)

S.No.	Activity	Distribution of Scores	Claimed Score	Total Score
1.	% of teachers with Ph.D.	More than 70%=5, 61-70%=4, 51-60%=3, less than 50%=2	2	2/5
2.	Teachers as Research Guides	4 points per research guidance (max.=8)	Nil	0/8
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	10/10
4.	Projects/Patents/Fellowships/As sociateships: i. Major ii. Minor	i. 10 ii. 8 iii. 10 iv. 5	Nil	0/10

	<ul style="list-style-type: none"> iii. Patents iv. Fellowships v. Associateships 	v. 3 (Max.10)		
5.	No. of paper Presented in Conferences/Seminars/Symposia (in last three years): <ul style="list-style-type: none"> i. International ii. National/Regional/State Level 	<ul style="list-style-type: none"> i. 2 point per paper presented ii. 1 point per paper presented 	<ul style="list-style-type: none"> i. $3*2 = 6$ ii. $2*1 = 2$ 	8/8
6.	Seminars, Workshops, Conferences and Trainings organized by the Institution <ul style="list-style-type: none"> i. International Level ii. National Level iii. State Level 	<ul style="list-style-type: none"> i. 6 ii. 4 iii. 3 	Nil	0/6
7.	No. of Paper Published: <ul style="list-style-type: none"> i. UGC Care List Journals ii. Non-UGC Care List Journals iii. Citations 	<ul style="list-style-type: none"> i. 5 points per paper ii. 2 points per paper iii. 1 point per 20 citations 	<ul style="list-style-type: none"> i. Nil ii. $4*2 = 8$ 	8/20
8.	Teachers' Special Innovative Ideas (Brief description thereof)	5	Nil	0/5
9.	No. of Books Published/Chapter in Books	5 points per book and 2 points per chapter	$2*2 = 4$	4/10
10.	Teachers Academic and Extension Activities: <ul style="list-style-type: none"> i. Resource person ii. Member of Board of Studies/Subject experts etc. iii. Popular articles 	<ul style="list-style-type: none"> i. 2 point each activity ii. 4 point each activity iii. 2 point each activity (Max. 10 points from all categories)	<ul style="list-style-type: none"> i. $2*2 = 4$ ii. nil iii. nil 	4/10
11.	Awards by Recognised & Reputed Organisations: <ul style="list-style-type: none"> i. International ii. National iii. State 	<ul style="list-style-type: none"> i. 8 ii. 6 iii. 4 (Max. 8 points from all categories)	Nil	0/8
Link to Supporting Documents: https://gcsarahan.edu.in/pdf/Criteria6_2425.pdf				

7. Miscellaneous (Score 120)

S.No.	Activity	Distribution of Scores	Claimed Score	Total Score
1.	Any Other Important Information or initiative not Covered Above e.g. Institution 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)	3*10 = 30	30/50
2.	Spot evaluation of institutions by the Officers from the Directorate of Higher Education/representative of the Director of Higher Education	20	20	20/20
3.	AG Audit paras settled upto date	Yes	Nil	0/5
4.	Local Audit Paras settled upto date	Yes	5	5/5
5.	Timeline adhered to in filing reply of court cases / RTI Applications/ Public grievances received through Mukhyamantri Seva Sankalp 1100 and Centralised Public Grievance Redress and Monitoring System (CPGRAMS)	Yes	10	10/10
6.	Invited speakers on various themes relevant to holistic development of students	Yes	10	10/10
7.	Skill Development Training (at least 20% students benefited)	Yes	20	20/20
Link to Supporting Documents: https://gcsarahan.edu.in/pdf/Criteria7_2425.pdf				

Note: Documentary Evidence to be submitted/ uploaded in support of claimed points under each criterion.

SUMMARY OF SCORES

S.No.	Criteria	Score
1.	Teaching Learning	92/140
2.	Student Support, Services and Progression	196/280
3.	Infrastructure & Resources	132/160
4.	Institutional Management	166/220
5.	Best Practices, Innovation and Institution Distinctiveness	71/80
6.	Faculty Profile & Research Activities	36/100
7.	Miscellaneous	95/120
	Total Score	788/1100

IMPLEMENTATION

Constitution of Committees:

1. State Level Committee
2. Zonal Level Committees (06 Nos.) headed by Senior most Principal

Zonal Committee No.	Jurisdiction
Zone I	Shimla, Kinnaur
Zone II	Sirmaur, Solan
Zone III	Bilaspur, Hamirpur, Una
Zone IV	Kangra
Zone V	Chamba
Zone VI	Mandi, Kullu, L & S

3. Cluster Level Committees headed by Senior most Principal

Twin Annual Ranking of Colleges.

1. Overall ranking
2. Tier-wise ranking