GOVT. DEGREE COLLEGE SARAHAN

DIST. SIRMAUR, H.P.

SELF-ASSESSMENT REPORT

2023-24

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 schedu1e=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
	
	(e.g. displayed on college website / notice board/class groups/submitted to COE)
		i. Followed100% =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	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**

S.No.	Activity	Distribution of Scores	Claimed Score	Total Score
	courses offered by recognized organizations)			
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- l9%=3;10- l4%=2, <l0%=l ii. 91- l00%=10; 81-90%=8; 71-80%=6; 6l -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. 8	**23/25**
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; S1- 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 l* -3'd position=8; 4th -10th position=6	i. 9 ii. 8 iii. Nil	**17/25**
Link to supporting documents (Criteria 1): https://gcsarahan.edu.in/pdf/Criteria1.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 any1 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. Nil	**5/10**

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% =l0
		   16-20% =6
		   11-15% =2
		ii. >20% = 10
		   16-20% = 6
		   11-15% =2
		iii.
		    a. 12
		    b. 10
		    c. 6
			i. Nil
			ii. 6
			iii. (c) 6
				12/32

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. 3
			ii. 4
			iii. Nil
				7/10

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=l ii. More than 20% = 3; 11-20 = 2 iii. Yes = 2 iv. Yes = 2	i. 3 ii. 3 iii. 2 iv. Nil	**8/10**
8.	**Mentor-Mentee Groups:** Sessions conducted per group of students	4 and more sessions- 10; 3 = 8; 2 = 5; 1= 3	Nil	**0/10**
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
			Nil	**0/20**

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. 4 ii. 2 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)
			Nil	**0/30**

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
		Intra-College Events- 3 Each (Max. 9)
			Nil	**0/25**

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 (Criteria 2): https://gcsarahan.edu.in/pdf/Criteria2.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. 1 ii. 3 iii. 3 iv. 4 v. 5 vi. Nil	**16/25**
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. 3 ii. 5 iii. 5 iv. 5 v. 5	**23/25**
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 than5=8;Less than5=4 ii. Yes=4 iii. Yes=4 iv. Yes=4	Nil	**0/20**
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**

S.No.	Activity	Distribution of Scores	Claimed Score	Total Score
	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=l ii. 100%=5 75%=1 50%=2 25%=1 <25%=0	i. 2 ii. 5	7/10
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 (Criteria 3): https://gcsarahan.edu.in/pdf/Criteria3.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. 4 ii. Nil	4/12
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 -l0; 7l-90%-8; 51-70%-6;3l-50%-4; <30%-0 ii. Yes= 2 iii. Yes=4	i. 8 ii. Nil iii. 4	12/16

No.	Criteria	Scoring	Self Score	Final Score

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. Nil
				15/18

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) =l6 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	Nil	**0/8**
16.	Involvement of Stakeholders 　i.　PTA 　ii.　OSA	i. • PTA constituted as per norms=1 • PTA supportive = 1 • Significant contribution of PTA (enclose documentary proof) =l0 ii. • 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 ii.　1	**13/20**
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	Yes=25	25	**25/25**

	academic session for achieving excellence			

Link to supporting documents (Criteria 4): https://gcsarahan.edu.in/pdf/Criteria4.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. Nil
			ii. Nil
			iii. 4
			iv. 4
			v. Nil
			vi. 4
				12/24

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)	Nil	**0/16**

5.	**Collaboration:**
	  i. With Peer educational/Research institutions
	  ii. Other Government Bodies/Industry
		5 points each
		(Max. 10points)
			Nil	**0/10**

Link to supporting documents (Criteria 5): https://gcsarahan.edu.in/pdf/Criteria5.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, 55 of faculty=4	10	**10/10**

4.	**Projects/Patents/Fellowships/Associateships:**
	  i. Major
	  ii. Minor
	  iii. Patents
	  iv. Fellowships
	  v. Associateships
		i. 10
		ii. 8
		iii. 10
		iv. 5
		v. 3
		(Max.10)
			Nil	**0/10**

5.	**No. of paper Presented in Conferences/Seminars/ Symposia (in last three years):**
	  i. International
	  ii. National/Regional/State Level
		i. 2 point per paper presented
		ii. 1 point per paper presented
			8	**8/8**

6.	**Seminars, Workshops, Conferences and Trainings organized by the Institution**
	  i. International Level
	  ii. National Level
	  iii. State Level
		i. 6
		ii. 4
		iii. 3
			Nil	**0/6**

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
			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	10	**10/10**
10.	**Teachers Academic and Extension Activities:** i. Resource person ii. Member of Board of Studies/Subject experts etc. iii. Popular articles	i. 2 point each activity ii. 4 point each activity iii. 2 point each activity (Max. 10 points from all categories)	i. 2 ii. nil iii. nil	**2/10**
11.	**Awards by Recognised & Reputed Organisations:** i. International ii. National iii. State	i. 8 ii. 6 iii. 4 (Max. 8 points from all categories)	Nil	**0/8**
Link to supporting documents (Criteria 6): https://gcsarahan.edu.in/pdf/Criteria6.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)	Nil	**0/50**
2.	**Spot evaluation of institutions by the Officers from the Directorate of Higher Education/representative of the Director of Higher Education**	20	Nil	**0/20**
3.	**AG Audit paras settled upto date**	Yes	Nil	**0/5**
4.	**Local Audit Paras settled upto date**	Yes	0	**0/5**
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**	Yes	10	**10/10**

	(CPGRAMS)			
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	Nil	**0/20**
Link to supporting documents (Criteria 7): https://gcsarahan.edu.in/pdf/Criteria7.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	90/140
2.	Student Support, Services and Progression	133/280
3.	Infrastructure & Resources	110/160
4.	Institutional Management	148/220
5.	Best Practices, Innovation and Institution Distinctiveness	42/80
6.	Faculty Profile & Research Activities	40/100
7.	Miscellaneous	20/120
	Total Score	**583/1100**

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**