

Self-Assessment Report

(2023-24)

Govt. Degree College, Kotli

Distt. Mandi, Himachal Pradesh

175003

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Criteria Wise Summary

1. Teaching Learning

1. Mode of Teaching

S. No.	Activity	Description of Activity	Score
1.	Mode of Teaching	Blended Teaching	12

At large mode of teaching in the class room is by Lecture Method practiced by all faculty members; occasionally technology is also used for teaching.

2. Curriculum Planning and Implementation:

S. No.	Activity	Description of Activity	Score
i	Teaching Schedule	Followed 100%	10
ii	Whether learning outcomes defined	Yes , 100%	5
iii	Curriculum enrichment practices (projects, surveys, educational tours and industry visits)	NIL	
iv	Internal assessment mechanism (quizzes, class test, presentation, assignments, MTT etc.)	Followed by all Departments	8
v	Prompt communication of assessment/results to students	Communicated within 7 days	6

- i. Teaching schedule is in 100% consonance with the annual schedule issued by department of higher education in consultation with affiliating Universities. College level teaching schedule is designed keeping in view B.A./B.Com Programme as specified in prospectus which is further as per affiliating University UG CBCS.
- ii. Students are enabled to take up Class Tests, Gradual Assignments, House Examinations and End semester examinations as defined in curriculum designed by affiliating Universities.
- iii. Quizzes, class tests, presentation, assignments, MTT etc. are conducted by all the departments as per the rules framed by the H.P University/Sardar Patel University for the internal assessment of the students.
- iv. Class room assessment and results of class tests of students are communicated to them within 7 days in class rooms on one to one basis by showing the answer sheets and addressing their queries regarding marking of their answer sheets.

3. Add-on Courses/Certificate Courses:

S. No.	Activity	Description of Activity	Score
i	No. of courses (to be specified separately)	NIL	
ii	% of students benefitted (% of students completed MOOCs/ spoken Tutorial/NPTEL/Other courses offered by recognized organizations)	NIL	

4. Student Feedback (taken from students with 80% attendance):

S. No.	Activity	Description of Activity	Score
i	Sample Size	Above 25%	05
ii	Students Satisfaction		
iii	Action on Feedback		

i. Student Feedback was taken from 25 students.

ii 25 Students out of 25 were satisfied

5. Examination Results:

S. No.	Activity	Description of Activity	Score
i	% of Students Passed	61%	7
ii	% of Students with A Grade and above	60%	8
iii	No. of Students in University Merit	NIL	

2. Students Support, Services and Progression

1. Pre and Post Admission Counseling:

S. No.	Activity	Description of Activity	Score
i	Admission schedule, courses available, students intake, eligibility conditions communicated through various media	Publicity through three means	5
ii	Pre Admission counseling	Yes	10
iii	Student oriented about: Institutions, Students facilities, Library, Introductory session with faculty and staff,	Yes	10

	academic calendar, requirements of credits per course and CCA and other requirements post admission		
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- i. Admission schedule, courses available, students' intake, eligibility conditions communicated through college website, newspapers, different whatsapp groups and college face book page.
- ii. Pre admission counseling for prospective students was started in the month of February in the nearby senior secondary schools by the college staff and through Panchayat & PTA representatives (through word of mouth), who apprised the students about the higher education facilities available near their homes along with detailed information about UG(CBCS) annual system offered in College (by HPU & SPU) and various courses available in Arts and Commerce streams at college. The students on roll of college were intimated regarding academic schedule issued by DHE through college website and through various whatsapp groups of respective subjects. At the time of admission the applicants were helped in understanding the terminology & choice of B.A./B.Com. programme courses by the admission desk for both the faculties.
- iii. Student oriented about the institution, facilities provided to the students, library, academic calendar, CCA , House Examinations and the credits needed to be earned for successful completion of graduate programme by a student through student's introductory session with staff and faculty.

2. Scholarships:

S. No.	Activity	Description of Activity	Score
i	Awareness about different scholarships Schemes and 100% coverage of all eligible students	Yes	5
ii	Scholarships other than Government Schemes	0

- i. Awareness about different scholarships Schemes was provided to the all eligible students by organizing general scholarship intimation session and subsequent class wise lectures by the scholarship committee and faculty member of the institution.
- ii. No other scholarship was provided to students.

3. Sports and Cultural Activities:

S. No.	Activity	Description of Activity	Score
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I	% of Students participating in sports activities	10%	0
ii	% of Students participating in cultural activities	2%	0
iii	Medal/Trophy won in sports/cultural activities: a. National/Inter University b. State/Inter College District Level (also includes cluster level)	0

- i. 10 Students of college participated in Red Run (District level Marathon) organized by DAPO Mandi.
- ii. 2 students participated state level celebration of Raj Bhasha Pakhwara at Gaiety Theatre Shimla.

4. Students participating in NSS/NCC/Rangers & Rovers/ Clubs

S. No.	Activity	Description of Activity	Score
i	Students participating in NSS/NCC/Rangers & Rovers/ Clubs:		12

- i Students participated in NSS, RRC, Road Safety clubs activities throughout the academic year.

5. NSS/NCC/Rangers & Rovers:

S. No.	Activity	Description of Activity	Score
i	NSS/NCC/Rangers & Rovers participating in: National camps/RD parade State camps/Parade Award won in these activities a. National b. State c. Cluster level	7
ii		Yes	
iii			

- i. Two NSS volunteer participated in State level Mega camp held at GDC Banjar.

6. Anti-Drug Awareness Programmes:

S. No.	Activity	Description of Activity	Score
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I	No. of awareness programmes organized	03	03
ii	% of students benefitted	More than 50%	04
iii	Counseling of suspected addicts	nil	

7. Gender Equity:

S. No.	Activity	Description of Activity	Score
i	No of Health/Sensitization Programmes organized	05	03
ii	% of students benefitted	More than 20%	03
iii	Women anti-sexual harassment committee constituted as per norms	Yes	02
iv	Grievances Redressal as per timeline.	N/A	

- i. No. of health sensitization programmes organized in the campus (i) sensitization about alzheimer awareness(ii) first aid for dog bite, hornet/fly bite and during accidents (iii) sensitization of students regarding a variety of parasitic worm infections and distribution of Albendazole by health visitors.(iv) Menstrual health and hygiene awareness programme for girls students by NGO. (v) Orientation visit by students to Blood bank (sponsored by DAPO Mandi) and awareness talk about blood donation and anemia and ways to avoid anemia, related health issues and malnutrition by health educators from Blood bank Mandi.

8. Mentor-Mentee Groups

S. No.	Activity	Description of Activity	Score
i	Sessions conducted per group of students	No	

9. Coaching for National Level Competitive Examinations/HAS

S. No.	Activity	Description of Activity	Score
i	Coaching for National Level Competitive Examinations/HAS	NIL	0

10. Remedial Classes/Bridge Courses

S. No.	Activity	Description of Activity	Score
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i	% of students benefitted	More than 20%	10
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i. Remedial classes were held in February 2023 for students of English and Economics.

11. Capacity Building of Students

S. No.	Activity	Description of Activity	Score
i	Life skills (Yoga, Martial Arts, Problem Solving, Critical Thinking, Decision Making, Effective Communication Skills, Coping with Stress and Emotions Etc.)	Yes	10
ii	Language-cum-Graduate Attributes Development Programmes	NIL	

12. Career Counseling & Placement Cell

S. No.	Activity	Description of Activity	Score
i	No. of Career Counseling Sessions organized for each group of students	Less than (05)	04
ii	No. of placement drives	NIL	
iii	Self employment modules organized	NIL	
iv	No. of students benefitted	NIL	

13. Student Progression:

S. No.	Activity	Description of Activity	Score
i	% of students opted for higher education	Up to 20%	04
ii	No. of students who cleared national level examination(IAS,CDS,OTA,JAM,NETetc.) and HAS A.P. through HPPSC	NIL	

14. No. of Co-curricular and sports activities organized:

S. No.	Activity	Description of Activity	Score
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i	Inter-University events(Zonal/National)	NIL	
ii	Inter-college Events	Nil	0
iii	Intra –college events(Annual athletic meet and cultural functions)	Yes	09

- (i) Organized National level co-curricular activity- Meri Mati Mera Desh(75Trees planted in Rachhera Dev forest beat),(ii) Veeron ka Vandan, (honoring MVC recipient Sh. Kanshi Ram) (iii) Amrit Kalash Yatra
- ii. Intra College competitions organized like Hindi Diwas 14th Sept. National unity day 30th October, constitution day 26th November, Annual athletic meet was organized in the month of February.

15. Annual Prize Distribution Function organized:

S. No.	Activity	Description of Activity	Score
i	Yes /No	Yes	10

16. College magazine Published:

S. No.	Activity	Description of Activity	Score
i	Yes /No	No	0

17. College website updated regularly or Not:

S. No.	Activity	Description of Activity	Score
i	Yes /No	Yes	10

3. Infrastructure & Recourses:

1. Classrooms:

S. No.	Activity	Description of Activity	Score
i	Classrooms well maintained	Yes	10

2. Library Facilities:

S. No.	Activity	Description of Activity	Score
i	Whether adequate print books available	Less than 500	01
ii	Whether daily news paper(minimum 5),magazines(minimum 3), and Journals(minimum 3)available	News Paper= 01, Magazines = 02	00
iii	Whether excess to e-recourses available	Yes	03
iv	Sitting capacity in the library	Yes	04
v	Uses of library recourses	75%	05
vi	Digital library having at least 5, Computer systems with internet facility.	No	00

3. ICT Facilities:

S. No.	Activity	Description of Activity	Score
i	No. of Interactive Panels/Virtual Classrooms	02	02
ii	Multimedia Projectors/K-Yan % of teachers using ICT facilities	>50%	05
iii	No of students benefitted from ICT facilities	>50%	05
iv	Internet Connections-Leased Line/Fiber Network/Wi-Fi campus (Yes/No)	Yes	05
v	Use of ICT facilities	50%	03

4. Facilities for Specially-abled Students:

S. No.	Activity	Description of Activity	Score
i	Ramps/Wheel chairs/support railing	No	0
ii	Separate Washrooms	No	0

5. Sports Facilities

S. No.	Activity	Description of Activity	Score
i	No. of games/sports activity conducted	More than 5	08
ii	Indoor Sport Facilities	No	
iii	Adequate sport equipments	Yes	04
iv	Gymnasium (operational)	No	

i. Annual athletic meet of college was organized on Feb. 2024 in which events viz. 100 mtr, 200 mtr races for M&W, Javelin Throw, Discus Throw, Shot Put, High Jump and Long Jump were conducted.

6. Auditorium/Hostels/Seminar Halls/Staff Quarters

S. No.	Activity	Description of Activity	Score
i	Auditorium/Hostels/Seminar Halls/Staff Quarters	No	0

7.

S. No.	Activity	Description of Activity	Score
i	Laboratories with adequate equipment according to syllabi	No	0
ii	Usage of available Lab Infrastructure		

8.

S. No.	Activity	Description of Activity	Score
i	Adequate numbers of Computers	No	0
ii	Usage of Computer Hardware	No	

9.

S. No.	Activity	Description of Activity	Score
i	Canteen, staff room/faculty room/space for NCC, NSS, Rangers & Rovers, Examination room, medical care facilities	Yes	08

i. Staff room, NSS Room, Examination room and medical care facilities are available.

10.

S. No.	Activity	Description of Activity	Score
i	Documentation of academic, co-curricular and extracurricular activities and achievement of students and staff on regular basis	Yes	20

4. Institutional Management:

1. Institutional Vision

S. No.	Activity	Description of Activity	Score
i	Vision Document	Yes	06
ii	Institutional Development Plan	Yes	06
iii	Plan of action for above	Yes	06

The Development Plan of the institution has been framed keeping in view the Vision and Mission of the institution. The activities to be executed under various parameters of IDP will follow a participative and inclusive approach of college (through various committees constituted for proper governance) and other stakeholders like parents, students and society.

2. IQAC

S. No.	Activity	Description of Activity	Score
i	Number of meeting per year	04	06
ii	Number of programmes organized (Trainings, workshop, IPR, etc)	Nil	

3. Management of institutional funds

S. No.	Activity	Description of Activity	Score
i	Funds (BF,AF,PTA, etc) used/spent for institutional development/ students welfare	31%-50%	04
ii	Periodic audit	No	
iii	Settlement of bills/ advances within a specified timeframe	Yes	04

4. Grievance redressal of students and employees:

S. No.	Activity	Description of Activity	Score
I	Redressal within week	Yes	10
ii	Redressal within month	N/A	
iii	No redressal	N/A	

5. Green and clean campus:

S. No.	Activity	Description of Activity	Score
I	Green initiatives of institution (at least 3)	Plantation Drive	06
ii	Cleanliness in washroom, buildings/campus	Satisfactory	

- i. Students and staff try to make minimum use of plastic bottles and other plastic material. The sanitary waste is treated in the incinerator installed in the shared girls toilet. The waste material is periodically managed in a pit to convert it into organic manure. Plantation drives are taken up by the students.

6. Facilities for students

S. No.	Activity	Description of Activity	Score
i	Common room for girls	Yes	03
ii	Adequate toilets as per students strength	Yes	03
iii	Sanitary napkin vending machine/ incinerator regularly put in use	Yes	03
iv	CSCA room with proper furniture	Yes	03
v	Student centre for co-curricular activities and its regular usage	No	
vi	Regular use of playground	Yes	03

7. Regular updation of service books/ service records:

S. No.	Activity	Description of Activity	Score
i	Regular updation of service books/ service records	Yes	03

8. Timely submission of ACRs:

S. No.	Activity	Description of Activity	Score
i	Timely submission of ACRs	Yes	03

9. Prompt response to official correspondence:

S. No.	Activity	Description of Activity	Score
i	Prompt response to official correspondence	Yes	05

10. Proper maintenance of official records (cashbooks/stock register, funds register, leave records, fine fund etc):

S. No.	Activity	Description of Activity	Score
i	Proper maintenance of official records (cashbooks/stock register, funds register, leave records, fine fund etc)	Yes	10

11. Proper record of student's attendance and CCA:

S. No.	Activity	Description of Activity	Score
i	Proper record of students attendance and CCA	Yes	10

12. Whether ranked NIRF, other agencies:

S. No.	Activity	Description of Activity	Score
i	Whether ranked NIRF, other agencies	No	

13. Whether accredited by NAAC:

S. No.	Activity	Description of Activity	Score
i	Whether accredited by NAAC	No	

14. Whether AQARs are being submitted as per timeline annually or not:

S. No.	Activity	Description of Activity	Score
i	Whether AQARs are being submitted as per timeline annually or not	N/A	

15. Recognition for exemplary contribution of the staff & students:

S. No.	Activity	Description of Activity	Score
i	Recognition for exemplary contribution of the staff & students	N/A	

16. Involvement of stake holders:

S. No.	Activity	Description of Activity	Score
i	PTA	Yes	10
ii	OSA		

17. Feedback from stakeholders other than students and action taken thereon:

S. No.	Activity	Description of Activity	Score
i	Feedback from stakeholders other than students and action taken thereon	Yes	04

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

S. No.	Activity	Description of Activity	Score
i	Annual review meeting on students outcomes in academics, co-curricular, extracurricular and extension activities and action taken during next academic session	Yes	25

	for achieving excellence		
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5. Best Practices, Innovation and institution distinctiveness:

1. Best Practices Description and outcome of best practices (at least 2)

S. No.	Activity	Description of Activity	Score
i	Best Practices Description and outcome of best practices (at least 2)		20

- i. Cleaning natural water resources of Gram Panchayat Kotli this year Balahar bawadi (step well) & Arnayana bawadi and clearing of the water channel there from.
- ii. Sensitization of local people through rallies, nukkad natak and slogans time to time regarding drug abuse, road safety, clean and green environment and cleanliness to avoid diseases.
- iii. Involvement of college students in propagation of National Health Mission drives regarding TB Eradication, Nutrition related Anemia, Alzheimer in senior citizens.
- iv. Regular HIV/AIDS Awareness programmes, visits of students to Blood Bank, participation in Youth Day activities like-Red Run, and One Act Play.
- v. Organizing Blood Donation camp annually.
- vi. Sharing of the campus resources with GSSS Kotli like playground, stage, girls toilets, installed and functional incinerator for optimal use and allowing college campus for socially useful practices like vaccination centre and lodging of participants during various school tournaments.
- vii. Gender equality assured in the campus. No discrimination on the basis of caste, class and gender in the institution.
- viii. To instill a sense of strong democracy various awareness programmes about importance of votes and rights of voters were conducted.

2. Special initiative taken for:

S. No.	Activity	Description of Activity	Score
I	Energy conservation/use of solar energy	No (Temporary campus)	04
ii	Solid waste segregation-management	Yes	
iii	Rain water harvesting and its use for gardening and cleanness	No (Temporary campus)	

iv	Plastic free campus	Yes	04
v	Blood donation camps	Yes	04
vi	Adoption of village/educational institutions	No	

**3. Social impact of extension activities:
(On the basis of community feedback)**

S. No.	Activity	Description of Activity	Score
i	Social impact of extension activities: (On the basis of community feedback)	Yes	10

**4. Special new innovative initiatives or ideas adopted in the college
(other than at sr.no. 5.2 above)**

S. No.	Activity	Description of Activity	
i	Special new innovative initiatives or ideas adopted in the college (other than at sr. no. 5.2 above)	NIL	

5. Collaborations:

S. No.	Activity	Description of Activity
i	With Peer Educational/ Research institutions	No
ii	Other Govt. Bodies/Industry	No

6. Faculty Profile & Research activities:

1. % of Teachers with Ph.D.

S. No.	Activity	Distribution of scores	Total Score
i	% of Teachers with Ph.D	25%	02

2. Teacher as Research Guide

S. No.	Activity	Distribution of scores	Total Score
i	Teacher as research Guide	NIL	

3. No. of orientation programmes, Refresher programmes, Faculty Development programmes and workshops of one week or more Attended by The teachers (In the last three years)

S. No.	Activity	Distribution of scores	Total Score
i	No. of orientation programmes, Refresher programmes, Faculty Development programmes and workshops of one week or more Attended by the teachers (In the last three years)	More than 30% Faculty	10

4. Projects/Patents/Fellowships /Associate ships:

S. No.	Activity	Distribution of scores	Total Score
i	Major	NIL	
ii	Minor		
iii	Patents		
Iv	Fellowships		
v	Associateships		

5. No. of paper Presented in conference/seminars/Symposium (in last three years):

S. No.	Activity	Description of Activity	Score
i	International	Yes	2
ii	National/Regional/State level	Yes	1

6. Seminars, workshop, conferances and Trainings organized by the Institution:

S. No.	Activity	Description of Activity	Score
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i	International level	Nil	
ii	National level		
iii	State level		

7. No. of paper published:

S. No.	Activity	Description of Activity	Score
i	UGC Care list Journals		
ii	Non UGC Care list Journals	Yes	3
iii	Citations		

8. Teachers special Innovative Ideas (Brief description thereof):

S. No.	Activity	Description of Activity	Score
i	Teachers special Innovative Idea(Brief description thereof)	No	

9. No. of Books Published/Chapter in Books

S. No.	Activity	Description of Activity	Score
i	No. of Books Published/Chapter in Books	No	

10. Teachers Academic and Extension Activities:

S. No.	Activity	Description of Activity	Score
i	Resource person	No	
ii	Member of board of Studies/Subject experts etc.	Yes	04
iii	Popular articles	Nil	

11. Awards by Recognized and Reputed Organization:

S. No.	Activity	Description of Activity	Score
i	International	No	
ii	National		
iii	State		

7. Miscellaneous:

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.

S. No.	Activity	Description of Activity	Score
i	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.	NIL	

2. Spot evaluation of institutions by the officers from the Directorate of Higher Education/representative of the director of Higher Education:

S. No.	Activity	Description of Activity	Score
i	Spot evaluation of institutions by the officers from the Directorate of Higher Education/representative of the director of Higher Education	No	

3. AG Audit Paras settled up to date:

S. No.	Activity	Description of Activity	Score
i	AG Audit Paras settled up to date	N/A	

4. Local Audit paras settled up to date:

S. No.	Activity	Description of Activity	Score
i	Local Audit Paras settled up to date		

i. Local audit for NSS was conducted no Para stands for settlement.

5. Time line adhered to in filing reply of court cases/ RTI applications/ public grievances received through Mukhyamantri Seva Sankalp1100 and centralized Public grievances Redress and monitoring system (CPGRAMS):

S. No.	Activity	Description of Activity	Score
i	Time line adhered to in filing reply of court cases/ RTI applications/ public grievances received through Mukhyamantri Seva Sankalp1100 and centralized Public grievances Redress and monitoring system (CPGRAMS):	Yes	10

6. Invited speakers on various themes relevant to holistic development of students:

S. No.	Activity	Description of Activity	Score
i	Invited speakers on various themes relevant to holistic development of students	Yes	10

7. Skill development training (at least 20% students benefited):

S. No.	Activity	Description of Activity	Score
i	Skill development training (at least 20% students benefited)	No	

Note: All documentary proofs corresponding to various criteria mentioned above are kept in college for physical verification