

SELF ASSESSMENT REPORT (SAR)

**FOR
1ST CYCLE OF ASSESSMENT
SESSION 2023-2024**



SUBMITTED TO

**DIRECTORATE OF HIGHER EDUCATION,
SHIMLA, HIMACHAL PRADESH**



**Shaheed Captain Vikram Batra Government College,
Palampur, Himachal Pradesh - 176061**

Shaheed Captain Vikram Batra Government College,
Palampur, Himachal Pradesh

**SELF ASSESSMENT REPORT
(SAR)
COMMITTEE**



1. Dr. Ajay Thakur (Convener)
2. Astd. Professor Manisha Sharma
3. Astd. Professor Vivek Chaudhary
4. Astd. Professor Vipin Kumar
5. Astd. Professor Kamlesh Kumari Rana
6. Dr. Sahil Mahajan
7. Dr. Diwakar
8. Astd. Professor Nem Raj
9. Dr. Tanbir Singh
10. Astd. Professor Suresh Kumar

The internal evaluation and ranking of SCVB Government College on following seven criteria:

1. Teaching Learning (Score 140)= Score Claimed : =111

Sr. No.	Activity	Distribution of Scores	Total Score
1.	Mode of teaching	<ul style="list-style-type: none"> i. Lecture method only =6 ii. Technology based teaching only = 6 (6+6=12) or Blended teaching = 12 iii. Flipped Classroom = 8 iv. As per need of different groups of students = 5 	25
2.	Curriculum Planning and Implementation: <ul style="list-style-type: none"> 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 <p><i>(e.g. displayed on college website/ notice board/classgroups/submitted to COE)</i></p>	<ul style="list-style-type: none"> i. Followed 100% = 10 80-99% = 8 60-79% = 6 Up to 59% = 4 ii. 100% = 5 80-99% = 4 60-79% = 3 Up to 59% = 2 iii. 4.0x No. of enrichment practices observed = 16 iv. Followed by all the Departments =8 Above 80% = 6 0-79% = 4 Up to 59% = 2 v. Within 7 Days = 6 8-14 Days =3 More than 14 Days = Nil 	45
3.	Add-on Courses/ Certificate Courses: <ul style="list-style-type: none"> i. No. of courses (to be specified separately) ii. % of students benefitted (% of students completed MOOCs spoken Tutorial/NPTEL/Other courses offered by recognized organisations) 	<ul style="list-style-type: none"> 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 	Zero(0)
4.	Student Feedback (taken from	i. >25%=05; 20-25%=4;15-19=3; 10-	

	students with 80% attendance) i. Sample size ii. Students satisfaction iii. Action on feedback	ii. 14%=2;<10%=1 91-100%=10; 81-90%=8; 71-80%=6; 61-70%=4; less than 61%=0 iii. Considered and action taken on doables 81-100% =10; 61-80%=8; 51-60%=6; 41-50%=4	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 (0)	16

2. Student Support, Services and Progression (Score 280) - 190

Sr. No.	Activity	Distribution of Scores	Total Score
1.	Pre and Post AdmissionCounselling: i. Admission schedule, courses available, student intake, eligibility conditionscommunicate d through various media ii. Pre admission counselling iii. Student oriented about: Institutions, Students facilities, Library, Introductory session withfaculty 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 iii. Post admission counselling/Induction = 10	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. =0	05
3.	Sports and Cultural activities: i. % of students	i. >20% =10 16-20% = 6	

	<p>participating in sports activities</p> <p>ii. % of students participating in cultural activities</p> <p>iii. Medal/Trophy won in Sports/Cultural activities</p> <p>a. National/Inter University</p> <p>b. State/Inter college</p> <p>c. District level (also includes cluster level)</p>	<p>11-15% =2</p> <p>ii. >20% =10 16-20% = 6 11-15% =2</p> <p>iii.</p> <p>a. 12</p> <p>b. 10</p> <p>c. 6</p>	26
4.	Students Participating in NSS/NCC/Rangers & Rovers/Clubs:	<p>i. NSS = 4</p> <p>ii. NCC= 4</p> <p>iii. Rangers & Rovers = 4</p> <p>iv. Road Safety= 4</p> <p>v. Red Ribbon/Eco/Youth Red Cross/any other club/society =4</p>	20
5.	NSS/NCC/Rangers & Rovers: participating in <p>i. National camps /RD Parade</p> <p>ii. State camps/ Parade</p> <p>iii. Award won in these activities</p> <p>a) National</p> <p>b) State</p> <p>c) Cluster level</p>	<p>i. 10</p> <p>ii. 7 (either of i or ii)</p> <p>iii.</p> <p>a) 8</p> <p>b) 5</p> <p>c) 3</p>	07
6.	Anti-Drug Awareness Programmes: <p>i. No. of awareness programmes organized</p> <p>ii. % of students benefitted</p> <p>iii. Counselling of suspected addicts</p>	<p>i. 4and above= 4; 3=3; 2=2, 1=1</p> <p>ii. More than 50%= 4</p> <p>iii. 2</p>	07
7.	Gender Equity: <p>i. No. of health/sensitization programmes organised</p> <p>ii. % of students benefitted</p> <p>iii. Women anti sexual harassment committee constituted as per norms</p> <p>iv. Grievances Redressal as per timeline</p>	<p>i. 3 and above= 3; 2=2; 1=1</p> <p>ii. More than 20% = 3; 11-20=2</p> <p>iii. Yes =2</p> <p>iv. Yes = 2</p>	07

8.	Mentor-Mentee Groups: Sessions conducted per group of students	4 and more sessions =10; 3 = 8; 2=5; 1=3	10
9.	Coaching for National level competitive examinations/ HAS	10	0
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	0
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 ii. = 10	20
12.	Career Counselling & Placement Cell: i. No. of Career Counselling Sessions organised for each group of student ii. Number of Placement Drives iii. Self-Employment Modules Organized 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	14
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. 5.0 x no. of students (Max.20 points)	04
14.	No. of Co-curricular and Sports Activities organised: i. Inter-University Events (Zonal/National)	i. Inter-University Events- 0 ii. Inter-College events- 6 iii. Intra-College Events-3 Each (Max. 9)	15

	ii. Inter-College events iii. Intra-College Events (Annual Athletic Meet and Cultural Functions)		
15.	Annual Prize Distribution Function Organized: (Yes/No)	Yes =10 No = 0	10
16.	College Magazine Published: (Yes/No)	Yes =10 No = 0	10
17.	College website updated regularly or not	Yes =10 No = 0	10

3. Infrastructure & Resources (Score 160) =148

Sr. No.	Activity	Distribution of Scores	Total Score
1.	Classrooms Classrooms well maintained	Yes=10 No=0	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 atleast 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 = 0/4 v. 100% = 7 75% = 5, 50% = 3, 25% = 1 vi. Yes=5	19
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	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	25

	campus (Yes/No) v. Use of ICT facilities	v. 100%=5 75% =4 50% =3 25%= 2 <25%=0	
4.	Facilities for Specially-abled Students: i. Ramps/Wheel chairs/Support railing ii. Separate Washrooms	i. Yes = 2 ii. Yes = 2	4
5.	Sports Facilities: i. No. of games / sports activity conducted ii. Indoor sport facilities iii. Adequate sport equipments iv. Gymnasium (Operational)	i. More than 5=8; Less than 5= 4 ii. Yes=4 iii. Yes=4 iv. Yes=4	20
6.	Auditorium/Hostels/Seminar Hall/Staff Quarters	Auditorium = 0 Hostels = 2 (2 Point for each hostel) Staff Quarters = 4 Seminar Hall = 4	10
7.	i. Laboratories with adequate equipment according to syllabi ii. Usage of available Lab infrastructure	i. Yes= 10 ii. 100% =10 75% = 6, 50% = 5, 25% = 3 <25% = 0	20
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 than 50 = 1 ii. 100% = 5 75% = 4 50% = 2 25% = 1 <25% = 0	10
9.	Canteen, Staff Room /Faculty Room, Space For NCC, NSS, Rangers & Rovers, Examination Room, Medical Care Facilities	6 point each facility (Max 10)	10
10.	Documentation of Academic, co-curricular and extracurricular activities and achievement of students and staff on regular basis	Yes = 20 No = 0	20

4. Institutional Management (Score 220) = 199

Sr. No.	Activity	Distribution of Scores	Total Score
1.	Institutional Vision: i. Vision Document	6 point each	18

	<ul style="list-style-type: none"> ii. Institutional Development Plan (IDP) iii. Plan of Action for above 		
2.	IQAC: <ul style="list-style-type: none"> i. No. of meetings per year ii. No. of programmes organised (Trainings, workshops, IPR, etc.) 	<ul style="list-style-type: none"> i. 4 meetings = 6; 3 meetings = 4 ii. 2 per activity (Max.6) 	12
3.	Management of Institutional Funds: <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 	16
4.	Grievance Redressal of Students and Employees <ul style="list-style-type: none"> i. Redressal within week ii. Redressal within month iii. No redressal 	<ul style="list-style-type: none"> i. 10 ii. 4 iii. Nil 	10
5.	Green and Clean Campus: <ul style="list-style-type: none"> i. Green initiatives of institution (at least 3) ii. Cleanliness in washroom, buildings / campus 	<ul style="list-style-type: none"> i. 6 ii. Excellent = 10 Satisfactory = 6 Poor = 0 	16
6.	Facilities for Students: <ul style="list-style-type: none"> 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	18
7.	Regular Updation of Service Books/Service Records	Yes=3	3
8.	Timely Submission of ACRs	Yes=3	3
9.	Prompt Response to Official Correspondence	Yes=5	5
10.	Proper maintenance of official records (Cash books/Stock registers, Fund registers, Leave records, Fine fund etc.)	Yes=10	10
11.	Proper record of students attendance and CCA	Yes=10	10

12.	Whether ranked by NIRF, Other Agencies	No	00
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	12
14.	Whether AQARs are being submitted as per timeline annually or not	Yes = 12 No = 0	12
15.	Recognition for Exemplary Contributions of the Staff and Students	4 point each	8
16.	Involvement of Stake Holders: i. PTA ii. OSA	i. PTA constituted as per norms=1 • PTA supportive =1 • Significant contribution of PTA (enclose documentary proof) =10 ii. OSA framed as per norms =1 • Financial contribution or equivalent (in-kind) per 10 Alumni of Rs. 25,000/- per annum = (0) • Non-financial contribution (career counselling, talk, interactive session / facilitation in placement of students etc. on regular basis)= (0)	(17)
17.	Feedback from Stakeholders other than Students and action taken thereon	Yes=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 (ATR by IQAC)	25

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

Sr. No.	Activity	Distribution of Scores	Total Score
1.	Best Practices Description & Outcome of Best Practices (at least two:	10 points per best practice	20
2.	Special Initiatives Taken for: i. Energy conservation/ use of Solar energy ii. Solid Waste Segregation/Management iii. Rain water harvesting and its use for gardening and cleanliness iv. Plastic free campus	4 points per initiative	24

	v. Blood donation camps vi. Adoption of village/ educational institutions		
3.	Social Impact of Extension Activities: (On the basis of Community Feedback)	Minimum three activities=10, 2 activities = 8, 1 activity = 5	10
4.	Special New Innovative Initiatives or Ideas Adopted in the College. (Other than at Sr. No. 5.2 above): i. Book Bank in some departments created by Faculty members ii) Open access to the reading material in the library iii. MOU with Municipal corporation for proper disposal of all kind of waste iv. Regular Awareness activities for students for mitigation of any kind of disaster (by NDRF)	4 points each initiative (max.=16)	16
5.	Collaborations: i. With Peer Educational / Research Institutions ii. Other Government Bodies/Industry	5 points each 10 (Max. 10 points)	10

6. Faculty Profile & Research Activities (Score 100) = 90

Sr. No.	Activity	Distribution of Scores	Total Score
1.	% of Teachers with Ph. D.	More than 70%=5, 61-70% = 4, 51-60%=3, less than 50%=2	2
2.	Teachers as Research Guides	4 points per research guidance (max.=8) Dr Diwakar and Dr Sahil Dr Tanbir - Research Paper Evaluator	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
4.	Projects/Patents/Fellowships/Associateships: i. Major ii. Minor iii. Patents iv. Fellowships -1 v. Associateships -1	i. 10 ii. 8 iii. 10 iv. 5 v. 3(Dr Diwakar) (Max. 10)	3
5.	No. of Paper Presented in Conferences/ Seminars/ Symposia (in last three years): i. International -98	i. 2 point per paper presented	8

	ii. National/Regional/State level -24	ii. 1 point per paper presented	
6.	Seminars, Workshops, Conferences and Trainings organised by the Institution International Level -2 National Level -1 State Level	6 4 3	6
7.	No. of Paper Published: i. UGC Care List Journals - 10 ii. Non-UGC Care List Journals -1 iii. Citations -28	i. 5 points per paper ii. 2 points per paper iii. 1 point per 20 citations	20
8.	Teachers' Special Innovative Ideas (Brief description thereof)	5	5
9.	No. of Books Published/ Chapter in Books - 8	5 points per book and 2 points per chapter	10
10.	Teachers Academic and Extension Activities: i. Resource person -2 ii. Member of Board of Studies/Subject experts etc. 2 iii. Popular articles	i. 2 point each activity ii. 4 point each activity iii. 2 point each activity (Max. 10 points from all categories)	10
11.	Awards by Recognised & Reputed Organisations: i. International - Dr Shailza -10 b) Manju – 1 + 2 ii. National iii. State	i. 8 ii. 6 iii. 4 (Max. 8 points from all categories)	8

7. Miscellaneous (Score 120)- 120

Sr. No.	Activity	Distribution of Scores	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, Spot Evaluation centre of HPU and SPU, Academic audit etc.	10 Each (BBA, BCA, Green Audit, Spot Evaluation centre, cluster college Head) (Max. 50)	50
2.	Spot evaluation of institutions by the Officers from the Directorate of Higher Education/representative of the Director of Higher Education	Evaluation by 2 Teams of HPU Shimla w.r.t M Sc Zoology and PGDCA	20
3.	AG Audit paras settled upto date	Yes	05
4.	Local Audit Paras settled upto date	Yes	05
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

6.	Invited speakers on various themes relevant to holistic development of students.	Yes	10
7.	Skill Development Training (at least 20% students benefited)	Yes	20

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	111
2.	Student Support, Services and Progression	190
3.	Infrastructure & Resources	145
4.	Institutional Management	199
5.	Best Practices, Innovation and Institution Distinctiveness	80
6.	Faculty Profile & Research Activities	90
7.	Miscellaneous	120
Total Score		935