

SELF ASSESSMENT REPORT

**GOVT DEGREE COLLEGE
KOTLA BEHAR**



VILL KOTLA BEHAR, PO KASBA TEH-
KOTLA BEHAR, DISTT-KANGRA (HP) 177111

www.gdckotlabehar.in

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

Sr. No.	Criteria	Score	Claimed
1	Teaching Learning	140	100
2	Student support, Services and Progression	280	205
3	Infrastructure & Resource	160	136
4	Institutional Management	220	183
5	Best Practices, Innovation and Institution Distinctiveness	80	58
6	Faculty Profile and Research Activity	100	49
7	Miscellaneous	120	100
	Total	1100	831

1. Teaching Learning (Score 140)

Sr. No.	Activity	Distribution of score	Documentary Evidence	Score
1	Mode of teaching	<p>i) Lecture method and adopted Response: Yes (6) Lecture method is used for teaching</p> <p>ii) Technology based teaching or Blended teaching Response: Yes (12) Blended mode of teaching is used for teaching.</p> <p>iii) Flipped classroom Response: Yes (8) Online classes are taken by various teachers which give flexible timing for students.</p> <p>iv) As per the need of different groups of students Response: Yes (5) High Performing students and slow learners are identified in the college.</p> <p>Extra coaching classes for competitive exams for high performing students and remedial classes for slow learner students.</p>	<p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p>	25
2	Curricular planning and Implementation	<p>i. Teaching schedule Response: Yes. (10) Time table and Activity calendar is prepared by the college every year is followed strictly</p> <p>ii. Whether learning outcomes defined Response: Yes. (5)</p> <p>iii. Curriculum enrichment practices (e.g. projects, surveys, educational tours and industry visits) Response: Yes. (4)</p>	<p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p>	33

		<p>Educational tour – 01</p> <p>iv. Internal assessment mechanism (quizzes, class test, presentation, assignments, MTT etc.)(Max.8) Response: Yes. (Sample of CCA, MTT date sheet attached) (8) Yes, Followed by the entire department.</p> <p>v. Prompt communication of assessment/results to students (e.g. displayed on college website/ notice board/ class groups/ submitted to COE) Response: Yes within 7 days (6)</p>	<p>VIEW FILE</p> <p>VIEW FILE</p>	
3	Add-on Courses/ Certificate Courses	<p>i. No. of courses (to be specified) Response: Nil</p> <p>ii. % of students benefitted (% of students completed MOOCS/ spoken Tutorial/ NPTEL/ Other courses offered by recognized organizations) Response: Nil</p>	<p>VIEW FILE</p> <p>VIEW FILE</p>	0
4	Student Feedback (taken from) Students with 80% attendance	<p>i. Sample size Response: 80 % (5) Respondent students = 96 students Total students = 120 (Feedback Form attached)</p> <p>ii. Students satisfaction Response: 91% – 100 % (document attached) (10)</p> <p>iii. Action on feedback Response: Yes, 81% - 100 % (10)</p>	<p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p>	25

5	Examination Results	<p>i. % of Students passed Response: 91.59% (Copy attached) (9)</p> <p>ii. % of students with A Grade and Above Response: 73.10 % (Copy attached) (8)</p> <p>iii. No. of Students in University Merit Response: Nil</p>	<p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p>	17
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2. Student support, Services and Progression (Score 280)

Sr. No .	Activity	Distribution of score	Documentary Evidence	Score
1	Pre and Post Admission Counseling	<p>i. Admission schedule, courses available, student intake, eligibility conditions communicated through various media Response: Yes. (5) Publicity through 3 means In college prospectus, Communication through news paper, website, whatsapp groups.</p> <p>ii. Pre admission counseling Response: Yes (10) Admission committees (document attached) are constituted at the starting of every session which counsels and guide the students</p> <p>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 Response: Yes (10) (Orientation programme has organized on dated 13/09/2024)</p>	<p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p>	25
2	Scholarships :	<p>i. Awareness about different Scholarships Schemes and 100% coverage of all eligible students Response: Yes (5) (list of recipient students attached) Through circulation, website, whatsapp group and 100% coverage of all eligible students</p> <p>ii. Scholarships other than Government Schemes Response: Nil</p>	<p>VIEW FILE</p> <p>VIEW FILE</p>	5

3	Sports and Cultural activities:	<p>i) % of students participating in sports activities Response: More than 20% (10)</p> <p>ii) % of students participating in cultural activities Response: More than 20% (10)</p> <p>iii) Medal/Trophy won in Sports/ Cultural activities Response: National/ inter University - Nil State/ inter College- Yes (10)</p> <p>Inter-College Declamation competition on Road safety organized by GDC Dehra Kangra HP. 2nd Position secured by Mr. Akshay Kumar S/O Prabhat Singh, B.A 3rd Year.</p> <p>District level (also includes cluster level)- Nil</p>	<p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p>	30
4	Students Participating in NSS/NCC/ Rangers & Rovers/ Clubs:	<p>Response:</p> <p>i) NSS- Yes (4) ii) NCC- Nil iii) R&R- Yes (4) iv) Road safety- Yes (4) v) Red ribbon club/ Eco club/other clubs- Yes (4)</p>	<p>VIEW FILE</p>	16
5	NSS/NCC/ Rangers & Rovers:	<p>Participating in:</p> <p>1. National camps / RD Parade Response: Nil</p> <p>2. State camps/ Parade Response: Nil</p> <p>3. Award won in these activities</p> <p>a. National - Nil b. State - Nil c. Cluster level- Nil</p>	<p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p>	0
6	Anti Drug Awareness Programmes:	<p>1. No. of awareness programmes organized Response: 04 (4)</p> <p>2. % of students benefitted Response: More than 50% (4)</p>	<p>VIEW FILE</p> <p>VIEW FILE</p>	10

		<p>3. Counseling of suspected addicts Response: There is no suspect found in the college (2)</p>	VIEW FILE	
7	Gender Equity :	<p>1. No. of health/sensitization programmes organized Response: 03 (3)</p> <p>2. % of students benefitted Response: More than 20 % (3)</p> <p>3. Women anti sexual harassment committee constituted as per norms Response: Yes (2)</p> <p>4. Grievances Redressal as per timeline Response: Yes (2) Grievances of the girl students are taken and resolved with utmost priority within a reasonable time period.</p>	VIEW FILE VIEW FILE VIEW FILE VIEW FILE	10
8	Mentor-mentee Groups: Sessions conducted per group of students	<p>Response: Yes (10) Session organized – 05 (Office order, Report and attendance copy attached)</p>	VIEW FILE	10
9	Coaching for National level competitive examination/HAS	<p>Response: Yes (10) The college organized classes for three competitive exams (Banking, SSC CHSL, SSC) in the Session 2024-25.</p>	VIEW FILE	10
10	Remedial Classes/ Bridge Courses: % of students benefitted	<p>Response: Yes (10) More than 20 %</p>	VIEW FILE	10
11	Capacity Building of Students:	<p>i. Life Skills (Yoga, Martial Arts, Problem solving, Critical thinking, Decision making, Effective communication skills, coping with stress and emotions etc.) Response: Yes. (10)</p>	VIEW FILE	10

		<p>a. International Yoga Day Celebration on 21 June, 2025</p> <p>b. Declamation on Hindi Diwas on 14 Sept, 2024</p> <p>c. Greeting Card Making Competition on 5 Oct, 2024</p> <p>d. Rangoli Making Competition on 28 Oct, 2024</p> <p>e. Declamation & Poetry Competition on AIDS awareness on 30 Nov, 2024</p> <p>F. . Various activities on Road Safety Week on 5 Dec,2024 to 11 Dec, 2024</p> <p>ii. Language-cum-Graduate attributes development programmes Response: Nil</p>	VIEW FILE	
12	Career counseling & Placement Cell:	<p>1. No. of Career counseling sessions organized for each group of student Response: 06 sessions organized in the last academic session. (6)</p> <p>2. Number of placement drives Response: Nil</p> <p>3. Self employment modules organized Response: Nil</p> <p>4. No. of students benefitted Response: All students are benefitted from career counseling sessions organized under CCPC. (4)</p>	<p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p>	10
13	Student Progression	<p>i. % of Students opted for Higher Education Response: 54.54 % (10) Total Students in Passout Batch= 30 Student opted for higher education= 55</p> <p>ii. No. of students who cleared National Level examination (IAS, CDS, OTA, JAM, NET etc.) and HAS, AP, through HPPSC Response: 02 students (10)</p>	<p>VIEW FILE</p> <p>VIEW FILE</p>	20

14	No. of Co-curricular and Sports Activities organized:	1. Inter-University Events (Zonal/ National) Response: Nil 2. Inter-College events Response: Nil 3. Intra-College Events (Annual athletic meet and cultural functions) Response: 10 activities (9)	VIEW FILE VIEW FILE VIEW FILE	9
15	Annual Prize Distribution Function Organized(Yes/No)	Response: Yes	VIEW FILE	10
16	College Magazine Published: (Yes/No)	Response: Yes	VIEW FILE VIEW FILE	10
17	College website updated regularly or not	Response: Yes	VIEW FILE	10

3. Infrastructure & Resource (Score 160)

Sr. No.	Activity	Distribution of score	Documentary Evidence	Score
1	Classrooms Classrooms well maintained	Response: Yes	VIEW FILE	10
2	Library Facilities	<p>i. Whether adequate print books available Response: Yes (3) Total books available= 1053 No. of students= 120</p> <p>ii. Whether daily newspaper (minimum 5), magazines (minimum 3), and journals (minimum3), available Response: News paper – 03 Magazine - 03 (1) Journal - Nil</p> <p>iii. Whether access to e-resources available Response: Nil</p> <p>iv. Seating capacity in the library Response: 16.67% of total student strength (4) Total sitting capacity = 20 No. of students = 120</p> <p>v. Usage of library resources Response: Yes, 100 %. (7)</p> <p>vi. Digital library having at least 5 computer systems with internet facility Response: Nil</p>	<p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p>	15

3	ICT Facilities:	<p>i. No. of interactive panels/ virtual classrooms multimedia projector/ K-Yan Response: 05 (5) Interactive panels -03, LCD- 02</p> <p>ii. % of teachers using ICT facilities Response: All faculty members make use of ICT facilities as per the requirement of syllabus. (5)</p> <p>iii. No. of students benefitted from ICT facilities Response: 100 % (5)</p> <p>iv. Internet connections- leased line/ fiber network/ Wi-Fi campus (Yes/ No) Response: Yes (5)</p> <p>v. Use of ICT facilities Response: 100 % (5)</p>	<p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p>	25
4	Facilities for specialty-abled students :	<p>i. Ramps/Wheel chairs/ Support railing Response: Ramps- Yes (2)</p> <p>ii. Separate washrooms Response: Nil</p>	<p>VIEW FILE</p> <p>VIEW FILE</p>	2
5	Sports facilities:	<p>i. No. of games/ sports activity conducted Response: 07 (8) Annual athletic meet has been organized in the college campus following games were conducted (100, 200 & 800 mtr. run, High jump, long jump, shot put, Javelin throw etc.</p> <p>ii. Indoor sport facilities Response: Yes (4) Chess, Carrom Board and Table Tennis</p> <p>iii. Adequate sport equipments Response: Yes (4) (sports dress, Badminton Racket, javelin bamboo, discuss, shot put, chess, volley ball</p>	<p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p>	20

		& Foot ball, vi. Gymnasium (Operational) Response: Yes (4)	VIEW FILE	
6	Auditorium/ Hostels/ seminar hall / Staff Quarters	Response: a) Auditorium- Nil b) Hostels- Nil c) Seminar Hall- Yes (4) d) Staff Quarters- Nil	VIEW FILE	4
7	Laboratories	i. Laboratories with adequate equipment according to syllabi Response: Laboratory infrastructure is available in the college but courses requiring laboratories are currently not running. (10) ii. Usage of available lab infrastructure Response: 100 % IT Lab (10)	VIEW FILE VIEW FILE	20
8	Computers	i. Adequate numbers of computers Response: 10 computers (5) One system per 12 students Total student strength- 120 ii. Usage of computer hardware Response: 100 % (05)	VIEW FILE VIEW FILE	10
9	Canteen, staff, room/ faculty room, space for NCC, NSS, Rangers & Rovers, examination room, medical care facilities	Response: Canteen - Nil Staff room - Yes (2) NCC room - Nil NSS room – Yes (2) R&R room - Yes (2) Examination room – Yes (2) Medical care- 01 (box of First Aid) (2)	VIEW FILE	10

10	Documentation of Academic, co-curricular and extracurricular activities and achievement of students and staff on regular basis	Response: Yes, (20) All academic, co-curricular, extracurricular activities and staff regular activities register were maintained in proper manner.	VIEW FILE	20
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4. Institutional Management (Score 220)

Sr. No.	Activity	Distribution of score	Documentary Evidence	Score
1	Institutional Vision:	<p>i. Vision document Response: Yes (Copy Attached) (6)</p> <p>ii. Institutional Development plan (IDP) Response: Yes (Copy Attached) (6)</p> <p>iii. Plan of action for above Response: Yes (Copy Attached) (6)</p>	<p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p>	18
2	IQAC:	<p>i. No. of meetings per year Response: 05 meetings are organized by IQAC. (Session 2024-25) (6)</p> <p>ii. No. of programmes organized (training, workshops IPR, etc.) Response: Yes (6)</p> <p>a. Two week Training on Basic Computer Applications (MS Word, MS Excel and Typing Practice etc.) on 13-09-24 to 26-09-2024</p> <p>b. Seminar on the theme Viksit Bharat-2047. On 28-11-2024</p> <p>c. Lecture on IPR and Cyber Security. On 07-12-2024</p>	<p>VIEW FILE</p> <p>VIEW FILE</p>	12
3	Management of institutional funds	<p>i. Funds (BF, AF, PTA, etc.)used/ spent for institutional development / student welfare Response: More than 90 % of funds collected (10)</p> <p>ii. Periodic audit Response: Nil</p> <p>iii. Settlement of bills/ advances within a specified time frame Response: Yes (4)</p>	<p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p>	14

		<p>vi. Regular use of playground Response: Yes (3) The college has its permanent ground facility which is used regularly. Badminton Court, Kabaddi ground and Volleyball ground is regularly used in the college</p>	VIEW FILE	
7	Regular updation of service books/ service records	<p>Response: Yes (3) Service Books and Service Records are regularly updated online as well as offline by administrative staff of the college office.</p>	VIEW FILE	3
8	Timely submission of ACRs	<p>Response: Yes (3) ACRs of all teaching and non-teaching staff are submitted timely.</p>	VIEW FILE	3
9	Prompt response to official correspondence	<p>Response: Yes (5) There is a proper mechanism for the response to official correspondence with different Govt. and Non-Govt. agencies and departments. Response to any Official Correspondence is done within stipulated time.</p>	VIEW FILE	5
10	Proper maintenance of official records (cash books, stock registers, fund registers, leave records, fine funds etc,	<p>Response: Yes (10)</p>	VIEW FILE	10
11	Proper record of students attendance and CCA	<p>Response: Yes (10)</p>	VIEW FILE	10
12	Whether ranked by NIRE, other agencies	<p>Response: Yes 1. The institution has been ranked by Directorate of Higher Education Shimla</p>	VIEW FILE	10

		<p>under SAR Ranking criteria in the session 2023-24 in which the institution has got rank 12 in Tier-III and 68 in overall ranking of the Himachal Government Colleges.</p> <p>2. Library Ranking by Directorate of Higher Education Shimla</p>		
13.	Whether accredited by NAAC	Response: Nil	VIEW FILE	0
14.	Whether AQARs are being submitted as per timeline annually or not	Response: Nil	VIEW FILE	0
15.	Recognition for Exemplary Contribution of the staff and students	Response: Yes (8)	VIEW FILE	8
16.	Involvement of Stake Holders	<p>PTA Response:</p> <ul style="list-style-type: none"> ● PTA constituted as per norms- Yes (1) ● PTA supportive – Yes (1) <p>PTA is invited to each function and they participate and give their valuable suggestions.</p> <ul style="list-style-type: none"> ● Significant contribution of PTA = Yes (10) <p>ii. OSA Response:</p> <ul style="list-style-type: none"> ● OSA framed as per norms –Yes (1) ● Financial contribution or equivalent (in-kind) per 100 Alumni of Rs. 25,000/- per annum Response: Yes (3) ● Non financial contribution (career counseling, talk, interactive session / facilitation in placement of students etc. on regular basis) - Yes (4) 	<p>VIEW FILE</p> <p>VIEW FILE</p>	20
17.	Feedback from Stakeholders other than Students and	Response: Yes (4) Feedback taken from faculty	VIEW FILE	4

	action taken thereon			
18.	Annual review meeting on students outcomes in academics, co-curricular, extra-curricular and extension activities and action taken during the next academic session for achieving excellence.	<p style="text-align: center;">Response: Yes (25)</p> <p>Annual review meetings on students outcomes in academic, co-curricular, extra-curricular and extension activities have been conducted quarterly in the year and their successful completion/progress reports were discussed in length.</p>	<u>VIEW FILE</u>	25

5. Best Practices, Innovation and Institution Distinctiveness

Sr. No.	Activity	Distribution of score	Documentary Evidence	Score
1	Best Practice Description & Outcomes of Best Practices (at least two):	<p>Response: 03 practices (20)</p> <p>a. Magazine, books and journal stand at the doorstep</p> <p>b. Separate notice board for career oriented opportunities</p> <p>c. Ensure 100 % participation of students in sports and extra co-curricular activities</p>	VIEW FILE	20
2	Special Initiatives Taken for:	<p>i. Energy conservation/ use of Solar energy Response: Yes (4) Solar Panels have been installed on the roof top of the college building.</p> <p>ii. Solid Waste, Segregation/ Management Response: Yes (4) Yes, Installed separate dustbins for Biodegradable and Non- biodegradable waste. Additionally two pits have been dug in order to manage bio and non-biodegradable waste and biodegradable waste has been used to prepare manure.</p> <p>Sanitary Napkin disposal machines have been installed in girls' toilets.</p> <p>iii. Rain water harvesting and its use for gardening and cleanliness. Response: Nil</p> <p>iv. Plastic free camps. Response: Yes (4)</p> <p>v. Blood donation camps. Response: Nil</p> <p>vi. Adoption of village/ educational Institutions Response: Nil</p>	<p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p> <p>VIEW FILE</p>	12

3	Social Impact of Impact Activities (On the basis of Community Feed back	Response: 04 activities a. Swach Bharat Abhiyan Cleanliness Drive b. Awareness Rally on AIDS awareness c. Awareness Rally on Road Safety d. Awareness and Signature campaign on road safety	VIEW FILE	10
4	Special New Innovative Initiatives or Ideas Adopted in the college. (Other than at Sr. No. 5.2 above)	Response: 6 initiatives a. Ragging Free Campus b. Ensure Safe Driving by students (various initiatives for road safety) c. Magazine, books and journal stand at the doorstep d. Separate notice board for career oriented opportunities e. Ensure 100 % participation of students in sports and extra co-curricular activities f. Registration of new Voters in collaboration with BLO	VIEW FILE	16
5	Collaborations:	With peer Educational/ Research Institutions. Response: Nil Other Government Bodies/ Industry. Response: Nil	VIEW FILE VIEW FILE	0

6. Faculty Profile and Research Activity:

Sr. No.	Activity	Distribution of score	Documentary Evidence	Score
1.	% of Teachers with Ph.D.	Response: 16.67 % (2) Total number of teachers = 06 Teacher's with Ph.D Degree = 01	VIEW FILE	2
2.	Teacher as Research Guides	Response: Nil	VIEW FILE	0
3.	No. of Orientation Programmes, Refresher Programmes, Faculty Development Programmes and Workshops of one week or more Attendance by Teachers (In last three years)	Response: 100 % of faculty (10) 36 programmes are attended by the faculty.	VIEW FILE	10
4.	Projects/ Patents/ Fellowships/ Associate ships:	Response: Nil	VIEW FILE VIEW FILE VIEW FILE VIEW FILE	0
5.	No. of Paper Presented in Conference/ Seminars/ Symposia	International - 02 National - 07	VIEW FILE VIEW FILE	8
6.	Seminars, Workshops, Conference and Training organized by the Institution	International Level- Nil National Level - Nil State Level - Nil	VIEW FILE VIEW FILE VIEW FILE	0
7.	No. of Paper Published	UGC Care List Journals Response: Nil Non-UGC Care List Journal Response: 08	VIEW FILE VIEW FILE	16

		Citations Response: Nil	VIEW FILE	
8.	Teachers Special Innovative Ideas	Response: 05 Peer Teaching Mindfulness Practices Gamification Inquiry-Based Learning Storytelling	VIEW FILE	5
9.	No. of Books Published/ Chapter in Books	Response: Yes (2) 01 book Chapter	VIEW FILE	2
10.	Teachers Academic and Extension Activities:	Resource Person Response: Nil Member of Board of Studies/ Subject experts etc. Response: Yes (4) Dr. Vijay Kumari (AP, Commerce) appointed as Member of Board of Studies in HPU, Shimla Popular articles Response: Yes (2) Mr. Hem Raj (AP, Economics) published an article	VIEW FILE VIEW FILE VIEW FILE	6
11.	Awards by Recognized & Reputed Organisations	International Response: Nil National Response: Nil State Response: Nil	VIEW FILE VIEW FILE VIEW FILE	0

7 Miscellaneous (Score 120)

Sr. No.	Activity	Distribution of score	Documentary Evidence	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.	Response: Yes (30) a. Electoral Club b. Road Safety Week c. Commerce Club	VIEW FILE	30
2.	Spot evaluations of institutions by the officers from the Directorate of Higher Education/ representative of the Director of Higher Education.	Response: Yes 1. Physical Verification and inspection of Virtual/Smart classroom on 21-10-2024 appointed by Directorate of Higher Education 2. Committee appointed by Department of Higher Education for inspection of Library visited on 27-09-2024 3. Inspection of College by SAR Physical verification team on 18-11-2025	VIEW FILE	20
3.	AG Audit paras settled upto date	Response: YES	VIEW FILE	05
4.	Local Audit paras settled upto date	Response: YES	VIEW FILE	05
5.	Timeline adhered to in filling reply of court case/ RTI Applications/ Public grievances received through Mukhyamantri Seva Sankalp 1100 and Centralised Public Grievance Redress and Monitoring System	Response: Yes, (10) Govt. College Kotla is diligent in responding to court cases/RTI applications etc in a timely manner.	VIEW FILE	10

	(CPGRAMS)			
6.	Invited speakers on various themes relevant to holistic development of students.	Response: 04 speakers a. Mr. Nitish Kumar, Volunteer, Nehru Yuva Kendra b. Dr. Raman Sharma, Retired College Principal c. Mr. Naresh Patiyal, Tehsildar d. Sh. Surinder Singh Mankotia	VIEW FILE	10
7.	Skill Development Training (at least 20% students benefited)	Response: Yes (20) More than 20% of students benefitted. Training on Basic computer skills in college	VIEW FILE	20