SESSION 2024-25
SELF ASSESSMENT REPORT

Prepared By :

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THE INTERNAL RANKING AND GRADING REPORT IN R/O GOVT COLLEGE NAURA FOR THE ACCADEMIC SESSION 2024-25

1.	Teaching Learning (Score 93)		
Sr. No.	**Activity**	**Distribution of Scores**	**scores Claimed**
1.	**Mode of Teaching**	I. Lecture method only: =**6** II. Technology-based teaching only: =**6(6+6=12)** III. Flipped Classroom:=**8** IV. As per need of different groups of students: =**5**	**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. 4) V. Prompt communication of assessment/results to students (e.g. displayed on college website/notice board/class groups/submitted to COE)	I. Followed 100%: = **10** II. 100%= **5** III. 4.0 X 3 No. of enrichment practices observed= **12** IV. Followed by all departments = **8** V. Within 7 Days: **6**	**41**

Sr. No	Activity	Distribution of Scores	scores Claimed
3.	**Add-on Courses/Certificate Courses**	NA	NA
4.	**Student feedback (taken from students with 80% attendance)** I. Sample size II. Student satisfaction III. Action on feedback	I. >25% = **5** II. 81-90%=**08**	**13**
5.	**Examination Results** I. % of Students Passed II. % of students with A Grade and Above III. No. of Students in University Merit	I. 51-60% = **6** II. >20%= **8**	**14**
Total marks Claimed			**93**

2. Student Support, Services and Progression (Score 172)

Sr. No.	Activity	Distribution of Scores	scores Claimed
1.	**Pre and Post Admission Counselling:** I. Admission schedule, courses available, student intake, eligibility conditions communicated through various media *(Uploaded on College website, Admission prospectus, and newspaper add)* II. Pre Admission counselling III. Student oriented about: Institution, students facilities, Library, Introductory session with faculty and staff, Academic calendar, requirements of credits per course, CCA and	I. Publicity through any 3 means= **5** II. Yes =**10** III. Post admission counselling/ induction:= **10**	**25**

	other requirements post admission		
2.	**Scholarships:** I. Awareness about different Scholarships Schemes and 100% coverage of all eligible students. II. Scholarships other than Government Schemes	I. **5** II. NA	**5**

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
		I. >20%= **10**
		II. >20%= **10**
		III. NA
			20

4.	**Students Participating in NSS/NCC/Rangers & Rovers/Clubs**	I. NSS =**4** II. Rangers & Rovers =**4** III. Road Safety =**4** IV. Red Ribbon/Eco/Youth Red Cross/any other club/society =**4**	**16**

5.	**NSS/NCC/Rangers & Rovers: participating in**
	I. National/RD Parade.
	II. State camps/Parade
	III. Award won in these activities
	    a) National
	    b) State
	    c) Cluster level
		NA	**NA**

6.	**Anti-Drug Awareness Programmes** I. No. of awareness programmes organised II. % of students benefitted	i. 3=**01** ii. More than 50%= **04**	**05**

	III. Counselling of suspected addicts		
7.	**Gender Equity** I. No. of health/sensitization programmes organised II. % of women students benefitted III. Women anti sexual harassment committees constituted as per norms IV. Grievances Redressal as per timeline	I. Yes: **3** II. Yes: **3** III. Yes **02** IV. Yes **02**	**10**
8.	Mentor-Mentee Groups: Sessions conducted per group of students	4= **10**	**10**
9.	Coaching for national level competitive examinations/HAS	NA	**NA**
10.	Remedial Classes/Bridge Courses: % of students benefitted	Yes	**10**
11.	**Capacity Building of Students**: I. Life Skills (Yoga, Critical thinking and effective communication)	I. =**10**	**10**
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 organised IV. No. of students Benefitted	I. Less than 5=**04** II. More than 2=**04** III. Yes = **04** IV. More than 50%=**06**	**18**
13.	**Student Progression** I. % of Students opted for Higher Education	i. Up to 20%:=**4**	**04**

Sr. No.	Activity	Distribution of Scores	scores Claimed
14.	**No. of Co-curricular and Sports Activities organised** Intra-College Events (Annual Athletic Meet and Cultural Functions)	Intra-College Events: =**09**	**09**
15.	**Annual Prize Distribution Function Organized:**	Yes: **10**	**10**
16.	**College Magazine Published: (Yes/No)**	Yes: **10**	**10**
17.	**College website updated regularly**	Yes =**10**	**10**
	Total Score Claimed		**172**

3. Infrastructure & Resources (Score 148)

Sr. No.	Activity	Distribution of Scores	scores Claimed
1.	**Classrooms** Classrooms well maintained	Yes=**10**	**10**
2.	**Library Facilities** I. Whether adequate print books available II. Whether daily newspaper (minimum 5), magazines (minimum 3) and journals available (minimum 3), available. III. Whether access to e-resources available IV. Seating Capacity in the Library Use of library resources V. Usage of library resources. VI. Digital Library having at	I. 500 books per hundred students= **3** II. Yes=**3** III. Yes=**3** IV. 10% or more of the student strength =**4** V. 100%=**7** **VI. Yes = 5**	**25**

	least 5 computer systems with reliable internet facility.		

3.	**ICT Facilities:**
	  I. No. of Interactive Panels/ Virtual Classrooms Multimedia
	     a. 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**
		II. >50%=**5**
		III. >50%=**5**
		IV. Yes-**5**
		V. 100% (optimum)= **5**
			25

4.	**Facilities for Specially-abled Students:** I. Ramps/Wheel chairs/Support railing II. Separate Washrooms	I. Yes=**2** II. Yes=**2**	**04**

5.	**Sports Facilities:**
	  I. No. of games/sports activity conducted
	  II. Indoor sport facilities
	  III. Adequate sport equipment
	  IV. Gymnasium (Operational)
		I. More than 5=**08**
		II. Yes=**4**
		III. Yes=**4**
		IV. Yes=**4**
			20

6.	**Auditorium/Hostels/Seminar Hall/Staff Quarters**	Seminar Hall-**4**	**4**
7.	**I. Laboratories with adequate equipment according to syllabi** **II. Usage of available Lab infrastructure**	I. Yes=**10** II. 100% =**10**	**20**
8.	**I. Adequate numbers of computers** **II. Usage of computer hardware**	I. One system per 30 students=**5** II. 100%= **5**	**10**
9.	**Canteen, Staff Room /Faculty Room, Space for NSS, Rangers & Rovers, Examination Room, Medical Care Facilities**	2 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 (every record recorded in the IQAC record file)	**20**
	Total Score Claimed		**148**

4. Institutional Management (Score200)

Sr. No.	Activity	Distribution of Scores	scores Claimed
1.	**Institutional Vision**: I. Vision Document II. Institutional Development Plan III. Plan of Action for Above	6 Points each	**18**
2.	**IQAC:** I. No. of meetings per year II. No. of programmes organised	I. 4 meetings=**06** II. 2 per activity=**06**	**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** II. Yes **02** III. Yes=**04**	**16**
4.	**Grievance Redressal of Students and Employees** I. Redressal within week II. Redressal within month III. No redressal	I. **10** II. Nil	**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**	**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
		03 for each facility	**18**

7.	**Regular Updation of Service Books/Service Records**	Yes= **03**	**03**
8.	**Timely Submission of ACRs**	Yes= **03**	**03**
9.	**Prompt Response to Official Correspondence**	Yes= **05**	**05**
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	**Nil**
13.	**Whether accredited by NAAC**	Accredited (level 1)=**10**	**10**
14.	**Whether AQAR are being submitted as per timeline annually or not**	Yes= **12**	**12**
15.	**Recognition for Exemplary Contributions by the Staff and Students**	YES	**08**
16.	**Involvement of Stake Holders:** i. PTA ii. OSA	i. a) PTA constituted as per norms=1	**20**

		b) PTA supportive = 1 c) Significant contribution of PTA (enclose documentation proof) =10 ii. a. OSA framed as per norms =1	
17.	**Feedback by Stakeholders other than Students and action taken thereon**	Yes=**04**	**04**
18.	**Annual review meeting on students extra outcomes in academics, co-curricular, curricular and extension activities and action taken during next academic session for achieving excellence**	Yes=**25**	**25**
	Total Score Claimed		**200**

5. Best Practices, Innovation and Institution Distinctiveness (Score 71)

Sr. No.	Activity	Distribution of Scores	scores Claimed
1.	**Best practices Description & Outcome of Best Practices** (Clean and Green campus, and Book bank)	10 points per best practice	**20**
2.	**Special Initiatives Taken for**: I. Energy conservation/ use of Solar energy II. Solid Waste Segregation/Management I. Rain water harvesting and its use for gardening and cleanliness II. Plastic free campus III. v Adoption of village/educational institutions	04 points per initiative	**20**
3.	**Social Impact of Extension Activities**: (On the basis of	Minimum three activities= 10	**10**

Sr. No.	Activity	Distribution of Scores	scores Claimed
	Community Feedback)		
4.	**Special New Innovative Initiatives Or Ideas Adopted in the College.** (Daily news board, Thought for the day and counselling of the drop outs)	4 points each initiative (max.=16)	**16**
5.	**Collaborations:**	5 points each (Max. 15 points)	**05**
	Total Score Claimed		**71**

6. Faculty Profile & Research Activities (Score 57)

Sr. No.	Activity	Distribution of Scores	scores Claimed
1.	**% of Teachers with Ph. D**	51-60%= **03**	**03**
2.	**Teachers as Research Guides**	NA	**NA**
3.	**No. of Orientation Programmes, Refresher Programmes, Faculty Development Programmes and .Workshops(one week or more) Attended by Teachers(in last three years)**	30%of faculty=**10**	**10**
4.	**Projects/patents/fellowships associateship:**		**NA**
5.	**No. of Paper Presented in Conferences/ Seminars/ Symposia (in last three years):** I. **International** II. **National/Regional/State level**	I. 02 point per paper presented=2*2=**04** II. 01 point per paper presented= 8*1=**8**	**08**
6.	**Seminars, Workshops, Conferences and Trainings organised by the Institution** I. International level II. National level III. State level		**NA**
7.	**No. of Paper Published**: i. UGC Care List Journals	*i) 5*5=***25*** *ii) Citations =5.85*	**20**

Sr. No.	Activity		Score
	ii. Non-UGC Care List Journals Citations		
8.	Teachers' Special Innovative Ideas (Brief description thereof)	*NA*	**00**
9.	No. of Books Published/Chapter in Books	5 points per book(7*5=35)	**10**
10.	Teachers Academic and Extension Activities: i. Resource person ii. Member of Board of Studies/Subject experts etc. II. Popular articles		**NA**
11.	Awards by Recognised Organisations: I. International II. National III. State	National builder award Dr. Gagan Singh Jaggi	**06**
	Total Score Claimed		**57**

7.Miscellaneous (Score 80)

Sr. No.	Activity	Distribution of Scores	scores Claimed
1.	Any Other Important Information or initiative not Covered Above (Self-Finance courses(BBA,BCA)/ IQAC function as incubation centre	10 Each (Max. 50)	30
2.	Spot evaluation of institutions by the Officers from the Directorate of Higher Education/representative of the Director of Higher Education.		0
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	Yes	10

	received through Mukhyamantri Seva Sankalp 1100 and Centralised Public Grievance Redress and Monitoring System (CPGRAMS)			
6.	Invited speakers on various themes relevant to holistic development of students.	Yes		10
7.	Skill Development Training (at least 20% benefited)	Yes		20
	Total Marks Claimed			80

SUMMARY OF SCORE SHEET

Sr. No.	Criteria	Score Claimed
1.	Teaching Learning	93
2.	Student Support, Services and progression	172
3.	Infrastructure & Resources	148
4.	Institutional Management	200
5.	Best Practices, Innovation and Institution Distinctiveness	71
6.	Faculty Profile & Research Activities	57
7.	Miscellaneous	80
Total Score		821

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