Self-Assessment Report:

2024-25

PRESENTED TO

Directorate of Higher Education
Government of Himachal Pradesh

PRESENTED BY

Rajiv Gandhi Government College
Chaura Maidan, Shmla - 171004

Self-Assessment Report (SAR)

for

Annual Internal Ranking (AIR)

2024–25

Submitted to:

Directorate of Higher Education,
Government of Himachal Pradesh

Submitted by:

Rajiv Gandhi Government College, Chaura Maidan, Shimla,
Himachal Pradesh – 171004

Self-Assessment Report (SAR) for Annual Internal Ranking (AIR) of Govt. Colleges of Himachal Pradesh for the Academic Session 2024-25

1. Teaching Learning

Metric	Activity		Score Claimed
1.1	**Mode of Teaching**		**25**
	i. Blended Teaching	**12**	
	ii. Flipped Classroom	**8**	
	iii. As per need of different groups of students	**5**	
	Response: Our college employs flexible teaching modes such as Lecture Method, Technology-Based learning, and Flipped Classroom. 1. **Lecture method:** Core concepts are taught in class using traditional lectures method, helping teachers to teach basic subject knowledge. 2. **Technology Based Teaching:** Technology based teaching includes use of tools like power point presentations, videos, e-learning platforms, and software to enhance teaching-learning experience. 3. **As per need of different groups of students:** For this purpose, the college follows a well-defined policy of identification of students among three categories: 4. **Flipped Classroom:** In this technique students are given content in the form of online lectures or readings at home, freeing class time for discussions, problem-solving, and group activities.		
1.2	**Curriculum Planning and Implementation**		**45**
	1.2.1 Teaching Schedule: Followed	**10**	
	Response: The college adheres to the official academic calendar set by the Department of Higher Education and Himachal Pradesh University (HPU), Shimla. The calendar provides standardized timelines for admissions, teaching, exams, and vacations across affiliated institutions. Our college also develops its own internal academic calendar aligned with these guidelines, incorporating institution-specific events within the mandated structure. The calendar of college is a part of prospects, detailing local activities while syncing with departmental academic calendar. Departments then create department-specific plans, outlining course coverage, assessments, and timelines to meet annual teaching day requirements. This multi-level alignment promotes consistency, accountability, and flexibility for effective program delivery.		

1.2.2	**Whether Learning Outcomes Defined: Yes & 100%**	**5**

Response: The colleges display Course Outcomes (COs) and Program Outcomes (POs) for each subject and course on their official websites. These outcomes are mostly formulated by the respective Boards of Studies of HPU and also by the concerned faculty members of the college to reflect the knowledge, skills, and problem-solving abilities students should acquire by the end of a course or program.

Additionally, faculty members inform students about the specific learning outcomes at the beginning of each lecture, as outlined in their lesson plans. This practice helps students focus on key concepts and goals for that session, enhancing engagement and learning effectiveness.

1.2.3	**Curriculum Enrichment Practices (e.g. projects, surveys, Education tours and industry visits)**	**16**

Response: The college implements curriculum enrichment practices such as projects, surveys, educational tours, and industry visits to bridge theoretical learning with practical application, fostering hands-on skills and real-world exposure for students.

1. **Projects:** Students undertake subject-specific projects, in the subjects such as Commerce, Geography, Tourism and Travels, and BCA, to apply concepts in research and analysis, with lists and outcomes tracked for assessment.
2. **Surveys:** Faculty members of the institution engage students in the conduct of field surveys on local issues, enhancing data collection and critical thinking skills. During 2024-25 students were engaged in data collection on a project titled "Vision Shimla 2040: Heading Towards Net Zero Emission- A Students'/Citizens Perspective"
3. **Educational Tours:** Every year Tourism Department of the college organises educational tour to provide cultural and environmental insights, correlating with curriculum objectives.
4. **Industry Visits:** Visits to factories and companies offer exposure to operations, hardware/software use, and professional interactions. This is students of commerce and Journalism and Mass Communication made industrial visit to Amar Ujala Premise at Shoghi Shimla.

1.2.4	**Internal Assessment Mechanism (quizzes, class test, presentation, assignment, MTT etc):**	**8**

Response: The continuous comprehensive assessment (CCA) system followed by HPU includes attendance, assignments, seminars, and examinations, which are all designed to measure students' achievement of these outcomes during the course. Thus, student learning is continuously monitored against the predefined outcomes ensuring quality education and accountability.

	1.2.5 Prompt communication of assessment / results to students (e.g. display on college website/notice board/ class groups/ submitted to CEOs) **6**	
	Response: The college ensures prompt communication of assessments and results to students through multiple channels, including display on the notice boards, class WhatsApp/social media groups, and submission to college examination offices for record-keeping and transparency. This multi-mode approach aligns with Himachal Pradesh University (HPU) guidelines on continuous comprehensive assessment (CCA), where internal marks from attendance, class tests, and activities are shared immediately after evaluation to support timely feedback and improvement.	
1.3	**Add-on Courses / Certificate Courses**	**10**
	1.3.1 No. of Courses (to be specified separately) **7.5**	
	Response: The institution encourages students to enrol in add-on and certificate courses offered online through SWAYAM/NPTEL to enhance their knowledge and employability. During the academic year 2024–25, 22 students from the Department of Zoology completed a five-day certificate course in bee-keeping, which provided hands-on exposure to apiculture practices and allied livelihood opportunities. Similarly, the Departments of Music, English, and Hindi have designed and offered add-on/certificate courses relevant to their respective disciplines. All such courses are designed and implemented under institutional guidelines that specify minimum contact hours, clearly defined learning outcomes, and appropriate assessment mechanisms in line with established best practices for add-on/value-added courses in Indian higher education.	
	1.3.2 % of students benefitted (% of students completed MOOCs/Spoken Tutorial/ NPTEL/Other courses offered by Recognised organisations) **2.5**	
	Response: During 2024-25, many students registered for SWAYAM/NPTEL courses. However, the number of students completing the course falls under "up to 30% category."	
1.4	**Student Feedback (taken from students with 80% attendance)**	**25**
	1.4.1 Sample Size **5**	
	Response: The college collects student feedback exclusively from those with over 75 per cent attendance, ensuring input from committed learners, with 347 students responding to the form. This response rate exceeds 25% of the total students with over 80 per cent attendance, surpassing Self-Assessment Report (SAR) benchmarks for representative sampling in quality assurance processes.	
	1.4.2 Student Satisfaction **10**	
	Response: The stream and subject wise feedback on teaching-learnings in the institution as received from the students shows the excellent satisfaction. The teaching-learning feedback received exceptionally positive ratings with an overall average of 4.34 out of 5.	

1.4.3 Action on Feedback 10

Response: The college systematically collects and analyses feedback from the stakeholders such as students, alumni, parents, and employees, to drive institutional improvements, with findings reviewed by the college advisory committee. Shortcomings, such as curriculum gaps or facility constraints, are discussed, leading to targeted measures like enhanced teaching aids, or infrastructure upgrades based on qualitative and quantitative inputs.

1.5 Examination Result 17

1.5.1 % of Students Passed 9

Stream	Number of Students		Pass %age
	Appeared	Passed	
BA Third year	520	503	97.00
B.Com. Third year	165	162	98.00
B.Sc. Third year	82	73	89.00
BCA Sixth Semester	34	24	71.00
PGDCA	27	17	63.00
Total	**828**	**779**	**94.08**

1.5.2 % of students with A grade and above 8

Stream	Number of Students		%age
	Passed	A Grade	
BA Third year	503	156	31.04
B.Com. Third year	162	41	25.31
B.Sc. Third year	73	32	43.84
BCA Sixth Semester	24	16	66.67
PGDCA	17	17	100.00
Total	**779**	**262**	**33.63**

1.5.3 No. of Students in University Merit 0

Response: None of our student was in University Merit

Criteria – I Score Summary

Indicator	Head	Max Score	Score Claimed
1.1	**Mode of Teaching**	**25**	**25**
1.2	**Curriculum Planning and Implementation**	**45**	**45**
1.3	**Add-on Courses / Certificate Courses**	**20**	**10**
1.4	**Student Feedback**	**25**	**25**
1.5	**Examination Result**	**25**	**17**
	Total Score	**140**	**122**

2. Student Support Services and Progression

Metric	Activity	Score
2.1	**Pre and Post Admission Counselling**	**25**
	2.1.1 Admission schedule, courses available, student intake, eligibility conditions communicated through various media **5**	
	Response: College communicate admission schedule, courses available, student intake, and eligibility conditions through clear, accessible, and multi-channel information systems. At institution level, this information is provided through the prospectus and institutional website. The information related to admission schedule, courses available, student intake, eligibility conditions is communicated through: 1. **College Website and Online Portal:** The college website have dedicated "Admissions" page with downloadable prospectus, detailed schedules, online application link, merit lists, and counselling notices. 2. **Campus Screen and Notice Board Display:** Use of college Notice Boards, and video screen at the entrance. 3. **Print Media:** The information related to admission is given through local/ regional newspapers and printed prospectus or information brochure. 4. **Social and Electronic Media:** Use of WhatsApp groups, e-mail/SMS alerts, and social media posts on Facebook is done for sharing important schedules and links.	
	2.1.2 Pre Admission Counselling **10**	
	Response: Pre-Admission Counselling is provided to students as per the schedule notified by the Directorate of Higher Education, Himachal Pradesh University, Shimla and the College Administration through prospectus. The admission committee and subject teachers guide students regarding programmes offered, eligibility conditions, career prospects, and the online/offline admission process so that they can make informed choices. Those students who are unable to secure a seat in the subject or programme of their first preference are personally counselled by the admission committee and advised about alternative subjects, combinations, and allied programmes in which seats are available.	
	2.1.3 Student Oriented About: Institutions student facilities, library, introduction session with faculty staff, Academic Calendar, Requirements of Credits per course and CCA and other requirements post admission. **10**	
	Response: After admission, newly admitted students are counselled regarding programme structure, choice of courses, and participation in NSS/NCC, clubs, and subject societies. A Student Induction Programme is conducted at the beginning of the session to familiarize students with the college, departments, faculty, rules, facilities (library, labs, sports), and anti-ragging and grievance mechanisms. The objective of the induction programme is to make students feel comfortable, build peer and teacher relationships, and prepare them for a smooth transition from school to higher education.	

2.2	**Scholarships**	**10**

2.2.1 Awareness about different Scholarship Schemes and 100% coverage of all eligible students **5**

Response: The college creates extensive awareness campaign about all State, Central, minority and institutional scholarship schemes through website/ notice-board notifications, induction programmes, classroom announcements, social-media messages and dedicated scholarship help-desks established at the entrance of the college, and the Scholarship Committee proactively identifies all eligible students from admission data, assists them in online application and verification on NSP/ePASS portals, and conducts repeated follow-ups so that practically 100 per cent of eligible students receive the financial support due to them.

2.2.2 Scholarship other than Government Schemes **5**

Response: Yes. Our student Shivain Chorta a student of B.Sc. First Year received a scholarship of Rs. 10,000 from the Him Science Congress Association under the "Chowfla Awards of Science Scholarship" in the EWS category during the session 2024-25. Our student Chakshay Negi student of BA first year receives Himachal Pradesh Disability pension Scheme. Lokender a student of BA second year receives Post Matric Scholarship for Student with Disability

2.3	**Sports and Cultural Activities**	**30**

2.3.1 % of students participating in sports activities. **10**

Response: In the college, students participate in sports activities through various modes such as intra-college competitive events and annual athletic meet, representation in inter-college championships, university, state and national competitions, and regular engagement in games and fitness activities organised by the Department of Physical Education. In addition, many students opt for Physical Education as a subject of study, which integrates classroom learning with compulsory practical participation in various games and athletics, thereby ensuring wide and meaningful involvement of the student community in sports and physical fitness.

2.3.2 % of students participating in cultural activities **10**

Response: Students of the college actively participate in cultural activities at both intra-college and inter-college levels. Teams are selected and trained to participate every year in the Himachal Pradesh University Inter-College Youth Festival and other university-level competitions, where they perform in various events such as folk dance, group song, theatre and literary items. Within the college, students enthusiastically take part in cultural programmes organised during the freshers' party, farewell party, CSCA function, Tourism Day celebrations and other important events. The overall participation of students in cultural activities is more than 20%.

2.3.3 Medal/ Trophy won in Sports/ Cultural activities **10**

	Sports	Cultural	Total	Score
National / Inter University	00	00	00	**0**
State/ Inter College	10	01	11	**10**
District Level	00	00	00	**0**

2.4	**Students Participating in NSS/NCC/ Rangers and Rovers / Clubs**			**20**
	1 NSS		Yes	**4**
	2. NCC		Yes	**4**
	3. Rangers and Rovers		Yes	**4**
	4. Road Safety		Yes	**4**
	5. Red Ribbon / Eco/ Youth Red Cross / Any Other Club Society		Yes	**4**
2.5	**NSS/NCC/ Rangers and Rovers participating in:**			**18**
	1 National Camps / RD parade		Yes	**10**
	2. State Camps / parade		Yes	
	3. Award won in these Activities			
	a) National		Yes	**8**
	b) State		Yes	
	c) Cluster Level		Yes	
2.6	**Anti-Drug Awareness Programmes**			**10**
	2.6.1 Number of awareness programmes organised	4 and above		**4**
	2.6.2 % of students benefitted	More than 50%		**4**
	2.6.3 Counselling of Suspected Addicts	Yes		**2**
	Response: More than four anti-drugs awareness programmes were organised in the college during 2024-25 and more than 50 Per Cent students were benefitted from these activities. The suspected addicts are counselled by the faculty members.			
2.7	**Gender Equity**			**10**
	2.7.1 No. of Health Sensitisation Programmes Organised	3 and above = 3		**3**
	2.7.2 % students benefitted	More than 20% = 3		**3**
	2.7.3 Women Anti-sexual harassment committee constituted as per norms	Yes		**2**
	2.7.4 Grievances Redressal as per timeline	Yes		**2**
2.8	**Mentor-Mentee Groups:** Sessions conducted per group of students			**10**
	No. of sessions held	**4 and above**		**10**
2.9	**Coaching for National Level Competitive Examinations / HAS**			**10**
	Response: Students of the institution are given coaching on national level competitive examinations throughout the session. The details of the coaching sessions specifically conducted for the purpose is provided in the document attached.			

2.10	**Remedial Classes / Bridge Courses:**	**10**
	Response: Yes, and more than 20%. The institution implements a structured Remedial Policy where subject teachers classify students into slow learners, excellent learners, and advanced learners based on performance in class tests and mid-term exams. Staff conduct targeted remedial classes for slow learners to address gaps and improve academic outcomes. Teachers schedule extra classes outside regular hours, providing simplified notes, problem-solving sessions, personal counselling, and study materials to boost slow learners' skills and confidence.	
2.11	**Capacity Building of Students:**	**20**
2.11.1	**Life Skills (Yoga, Martial Arts, Problem Solving, Critical Thinking, Decision Making, Effective Communication Skills, Coping with stress and emotions etc.)**	**10**

Response: Students of the college study various life skills through both curriculum and co-curricular activities.

Yoga:

- The college celebrates International Yoga Day through clubs and societies, giving students practical exposure to yoga for physical and mental well-being.
- The Department of Physical Education also offers Yoga as a course for students of Physical Education, integrating yoga into formal academic study

Critical thinking:

- Students are encouraged to undertake research projects and prepare science models, which helps them develop critical and creative thinking skills.
- Celebrations such as National Science Day promote a culture of inquiry and evidence-based reasoning among students

Stress management:

- The Department of Public Administration offers a course titled “Stress & Time Management” as part of the curriculum.
- Clubs and societies conduct guest lectures and workshops on handling stress, time management and related psychosocial skills for student development

Decision making:

- Through the constitution of bodies like the CSCA and through club and society activities, students participate in institutional decision-making processes, which builds responsible decision-making skills

Effective communication skills

- Faculty in English, Hindi and Sanskrit work systematically on students’ communication skills.
- The Department of English offers a “Soft Skills” course and an add-on course focused on communication development of the students. The department of Journalism and Mass Communication also offers a course on communication skills.

2.11.2	**Language cum graduate Attributes Development Programmes**	**10**
	Response: The department of English of the institution is running Add-on course that fulfils the requirements of the ‘Language cum Graduate Attribute Development Programme’	

2.12	**Career Counselling & Placement Cell**	**20**
	2.12.1 Number of Career Counselling & placement Sessions organised for each group of Students **6**	
	Response: During 2024-25, the college conducted more than 5 career counselling sessions, categorized into three types: 1) Industry experts and representatives from educational institutions were invited to provide career guidance to students in the institution; 2) Departments organized their own career counselling sessions for the students' benefit; and 3) Faculty members supported students by facilitating exposure visits to other institutions for career-oriented activities.	
	2.12.2 Number of Placement Drives **4**	
	Response: 1. Job Fair was organised on 7th August, 2024 in the college campus. In the Job Fair, approximately 650 candidates enrolled. 2. Placement Drive was organised on 5th March, 2024 in collaboration with Eligo Creative Private Ltd. 3. Job test was organised by Amar Ujala for the final year students attended by 11 students 4. Placement drive was initiated in the institution in collaboration with Adarsh Himachal, a media portal for various positions.	
	2.12.3 Self-Employment Modules Organised **4**	
	Response: 1. Since 2023–24, the Department of Zoology has been enrolling students, in collaboration with the Department of Horticulture, for a 5-day training on Bee-Keeping, and in 2024–25 our 22 students successfully completed this programme 2. One student Yugal Thakur successfully completed "Advanced Mountaineering Course from Atal Bihari Vajpayee Institute of Mountaineering & Allied Sports, Manali. 3. A week-long leadership development programme conducted by the Department of Tourism of the institution provides students with self-employment opportunities in the field of tourism and travel, aligning with broader initiatives that link tourism training with entrepreneurship and self-employment. 4. The Department of Music is running courses that aimed at enhancing self-employment capabilities of the students. Students of the institution are already performing in various cultural and community platforms.	
	2.12.4 No. of Students Benefitted **6**	
	Response: More than 50% students of the institution benefitted from the career counselling and placement cell activities in the institution during 2024-25.	
2.13	**Student Progression**	**28**
	2.13.1 % of students opted for Higher Education **8**	
	Response: 30 to 50 per cent of the students passed out from the institution opted for higher education.	

	2.13.2	**No. of students who cleared National Level examination (IAS, CDS, OTA, JAM, NET etc) and HAS, AP through HPPSC**	**20**
	Response: 1. Two students who had done their graduation from the institution have cleared UGC-NET examinations during 2024-25. 2. Joy Bhattacharya our student of BCA cleared National Level NIMCET examination for admission in MCA at NIT, Agartala, Tripura 3. Cdt. Rajat Thakur of the college cleared the national level selection process to join Indian Army as Agniveer during 2024-25 4. Along with these 4 students of the college cleared National Level CUET-PG examination to get admission in the Central Universities. 1 student of our institution get admission in the Panjab University Chandigarh by clearing national level entrance test		
2.14	**No. of Co-curricular and Sports Activities organised**		**15**
	2.14.1	**Inter-University Events (Zonal/ National)**	**0**
	2.14.2	**Inter-College Events**	**6**
	Response: Inter-college event was organised in the college by Nehru Yuva Kendra in which students from different colleges of the Shimla District competed in various cultural and co-curricular activities.		
	2.14.3	**Intra-College Events (Annual Athletic Meet and Cultural Functions)**	**9**
	Response: Intra-college sports and cultural events form an integral part of institutional activities at Rajiv Gandhi Government College, Chaura Maidan, Shimla, promoting student engagement and holistic development. During 2024-25, more than three such events were organized under sport and cultural activities.		
2.15	**Annual Prize Distribution Function Organised**		**10**
	Response: The Annual Prize Distribution Function of the college was held on 10th March, 2025. Hon'ble Chief Minister of Himachal Pradesh, Sh. Sukhvinder Singh Thakur, graced the occasion as the chief guest of the occasion.		
2.16	**College magazine Published**		**10**
	Response: Yes, the college magazine "Abhay Jyoti" was published during 2024-25.		
2.17	**College website updated regularly or not**		**10**
	Response: Yes, the college website is updated regularly.		

Criteria – II Score Summary			
Indicator	**Head**	**Max Score**	**Score Claimed**
2.1	**Pre and Post Admission Counselling**	**25**	**25**
2.2	**Scholarships**	**10**	**10**
2.3	**Sports and Cultural Activities**	**32**	**30**
2.4	**Students Participating in NSS/NCC/ Rangers & Rovers / Clubs**	**20**	**20**
2.5	**NSS/NCC/ Rangers and Rovers participation**	**18**	**18**
2.6	**Anti-Drug Awareness Programmes**	**10**	**10**
2.7	**Gender Equity**	**10**	**10**
2.8	**Mentor-Mentee Groups**	**10**	**10**
2.9	**Coaching for National level competitive exams / HAS**	**10**	**10**
2.10	**Remedial Classes / Bridge Courses**	**10**	**10**
2.11	**Capacity Building of Students**	**20**	**20**
2.12	**Career Counselling & Placement Cell**	**20**	**20**
2.13	**Student Progression**	**30**	**28**
2.14	**No. of Co-curricular and Sports Activities organised**	**25**	**15**
2.15	**Annual Prize Distribution Function Organised**	**10**	**10**
2.16	**College Magazine Published**	**10**	**10**
2.17	**College website updated regularly or not**	**10**	**10**
	Total Criteria – II Score	**280**	**266**

3. Infrastructure & Resources

Metric	Activity			Score
3.1	**Classrooms**			**10**
	Response: The classrooms are well maintained, with dedicated personnel responsible for ensuring their cleanliness. Furniture and IT equipment installed in the classrooms are regularly inspected and checked for functionality.			
3.2	**Library Facilities**			**25**
	3.2.1	Whether adequate print books available	15683 Books for 2800 students = 553 books per 100 students	**3**
	3.2.2	Whether daily newspaper (minimum 5), magazines (minimum 3), available	i. 12 Newspapers (6 Hindi & 6 English) ii. 8 magazines	**3**
	3.2.3	Whether access to e-resources available	Yes	**3**
	3.2.4	Seating capacity in the library	10% or more of the student strength	**4**
	3.2.5	Usage of library resources	100%	**7**
	3.2.6	Digital Library having at least 5 computer systems with internet facility	Yes, there are 13 computers in the library	**5**
3.3	**ICT Facilities**			**25**
	3.3.1	No. of Interactive Panels / Virtual Classrooms Multimedia Projectors / K-Yan	Total Interactive Panels = 11 K-Yann = 2 Projectors = 06	**5**
	3.3.2	% of teachers using ICT facilities	100%	**5**
	3.3.3	No. of Students benefitted from ICT facilities	100%	**5**
	3.3.4	Internet Connections- Leased Line/ Fibre Network/ Wi-Fi Campus	7 connections 1 connection 300Mbps 5 Connections 200 Mbps 1 Connection 150 Mbps	**5**
	3.3.5	Use of ICT Facilities	100%	**5**
3.4	**Facilities for Specially-abled Students**			**4**
	3.4.1	Ramps/ Wheel Chairs/ Support Railing	Yes	**2**
	3.4.2	Separate Washrooms	Yes	**2**

3.5	**Sports Facilities**				**20**
	3.5.1	No. of games/ sports activities conducted	More than 5	**8**	
	3.5.2	Indoor Sports Facilities	Yes	**4**	
	3.5.3	Adequate Sports Equipment	Yes	**4**	
	3.5.4	Gymnasium	Yes	**4**	
3.6	**Auditorium / Hostel/ Seminar Hall / Staff Quarters**				**8**
	3.6.1	Auditorium	Yes	**4**	
	3.6.2	Hostels	No	**0**	
	3.6.3	Staff Quarters	No	**0**	
	3.6.4	Seminar Hall	Yes	**4**	
3.7	**Laboratory and Lab Infrastructure**				**20**
	3.7.1	Laboratories with adequate equipment according to syllabi	Yes	**10**	
	3.7.2	Usage of available Lab infrastructure	Yes	**10**	
3.8	**Computer Facility**				**10**
	3.8.1	Adequate number of computers	Yes, there are 175 computers in the college making it more than 1 computer per 30 students	**5**	
	3.8.2	Usage of computer hardware	Yes	**5**	
3.9	**Canteen, Staff Room/Faculty Room, Space for NCC, NSS, Rangers & Rovers, Examination Room, Medical Care Facilities**				**10**
	3.9.1	Canteen	Yes	**2**	
	3.9.2	Staff Room	Yes	**2**	
	3.9.3	Space for NCC/NSS/R&R	Yes	**2**	
	3.9.4	Examination Room	Yes	**2**	
	3.9.5	Medical Care Facility	Yes	**2**	
3.10	**Documentation of Academic, Co-curricular and extracurricular activities and achievement of students and staff on regular basis**				**20**

Response: Documentation of academic, co-curricular, and extracurricular activities and achievements at Rajiv Gandhi Government College, Chaura Maidan, Shimla, is done regularly through departmental registers, and clubs and societies reports on a regular basis. Along with this, there is a chronical committee that keep record of the institutional activities.

Criteria – III Score Summary			
Metric	**Head**	**Max Score**	**Score Claimed**
3.1	**Classrooms**	**10**	**10**
3.2	**Library Facilities**	**25**	**25**
3.3	**ICT Facilities**	**25**	**25**
3.4	**Facilities for Specially-abled Students**	**4**	**4**
3.5	**Sports Facilities**	**20**	**20**
3.6	**Auditorium / Hostel/ Seminar Hall / Staff Quarters**	**16**	**8**
3.7	**Laboratory and Lab Infrastructure**	**20**	**20**
3.8	**Computer Facility**	**10**	**10**
3.9	**Canteen, Staff Room/Faculty Room, Space for NCC, NSS, Rangers & Rovers, Examination Room, Medical Care Facilities**	**10**	**10**
3.10	**Documentation of Academic, Co-curricular and extracurricular activities and achievement of students and staff on regular basis**	**20**	**20**
	Total Criteria – III Score	**160**	**152**

4. Institutional Management

Metric	Activity			Score
4.1	**Institutional Vision**			**18**
	4.1.1 Vision Document	**Yes**	**6**	
	Response: The vision of the college is to foster the dissemination of knowledge, ensuring the holistic development of young minds and nurturing them into individuals with skill sets, critical thinking, unwavering confidence, and strong character rooted in values such as honesty, kindness, earnestness, and integrity. This vision emphasizes not only academic excellence but also the cultivation of ethical and personal qualities that prepare students for success in a rapidly changing world.			
	4.1.2 Institutional Development Plan	**Yes**	**6**	
	Response: The college has an Institutional Perspective Plan (IPP) based on an integrated approach to develop different parameters of an Institution. The Institutional Perspective Plan is based on the parameters that the institution aims at achieving by the end of the plan period: 1. Academic Excellence 2. Strategic Governance and Administration 3. Research and Intellectual Property 4. Adequate Physical Infrastructure 5. Digital Infrastructure 6. Financial Sustainability 7. Supportive and Facilitative System			
	4.1.3 Plan of Action for Above	**Yes**	**6**	
	Response: The plan of action for achieving the objectives of the IDP is outlined through specific strategies adopted by the institution. These strategies typically include breaking down objectives into actionable tasks, efficient resource management, and prioritizing investments in academic growth, infrastructure, and student development programs. The institution also emphasizes continuous feedback mechanisms to ensure progress. The achievement of these objectives is reviewed periodically, often through meetings of the college advisory committee.			
4.2	**IQAC**			**12**
	4.2.1 Number of meetings per year		**6**	
	Response: Eight meetings of Internal Quality Assurance Cell (IQAC) were held during the 2024-25.			
	4.2.2 No. of programmes organised (Training, workshop, IPR, etc.)		**6**	
	Response: During 2024-25, the Internal Quality Assurance Cell (IQAC) organized five activities in collaboration with different departments/institutions and cells of the institution to support institutional development, including one faculty development programme, an international seminar, a national webinar, and a workshop focused on NAAC accreditation. These events were designed to enhance faculty skills, promote awareness about the NAAC accreditation framework, and prepare the institution for the assessment process. The NAAC workshop provides faculty and staff with practical guidance on documentation, best practices, and the overall accreditation process.			

4.3	**Management of Institutional Funds**	**16**
	4.3.1 Funds (BF, AF, PTA etc.) used/ spent for Institutional Development/ student welfare **10**	
	Response: The institution generated a total income of Rs. 93,07,955.00 through various student funds during the financial year 2024-25. Out of this total revenue, Rs. 91,90,950.00 was utilized specifically for student-related activities, reflecting the institution's commitment to investing in student welfare and development. This expenditure accounts for a very high proportion of the total income is 98.74%.	
	4.3.2 Periodic Audit **2**	
	Response: Following Periodic Audit have been done for the financial year 2024-25: 1. NSS Audit 2. Self-Finance Course 3. PTA Audit	
	4.3.3. Settlement of bills/advances within a specified time frame **4**	
	Response: Yes, all bills and advances related to the financial period 2024-2025 have been settled and accounted for in the institutional records.	
4.4	**Grievance Redressal of Students and Employees**	**10**
	4.4.1 Redressal within week **10**	
	Response: The grievance redressal system in the college involves a dedicated Grievance Redressal Committee, formed as per UGC guidelines, to address complaints and ensure a fair, impartial and timely resolution process. Students and employees can submit grievances through formal channels such as complaint box, or online portals, and the cell investigates and analyzes complaints in a confidential manner.	
4.5	**Green and Clean Campus**	**16**
	4.5.1 Green initiatives of Institution (at least 3) **6**	
	Response: The college is committed to a clean and green campus is reflected in its regular green initiatives throughout the year. During 2024-25, the institution undertook several activities under its Green and Clean Campus Initiative, focusing on sustainability, environmental conservation, and community engagement. Key activities included tree plantation drives, setting up *vatika* (garden) in the campus, and organized environmental awareness programs to promote biodiversity and improve air quality. The college also implemented effective waste management systems, such as segregation, composting, and recycling, to minimize landfill waste and encourage responsible disposal habits. Water conservation measures, energy efficiency upgrades, and campaigns to reduce plastic usage were also integral parts of the initiative.	
	4.5.2 Cleanliness in washroom, buildings/ campus **10**	
	Response: Cleanliness in washrooms, buildings, and the campus at Rajiv Gandhi Government College, Chaura Maidan, Shimla, is maintained via scheduled duty charts assigned to all Class-IV employees, ensuring systematic upkeep. Administrative staff supplement this by conducting regular monitoring to uphold hygiene standards across the institution.	

4.6	**Facilities for Students**			**18**
	1. Common room for girls	Yes	3	
	2. Adequate toilets as per students' strength	Yes	3	
	3. Sanitary napkin vending machine/ incinerator regularly put in use	Yes	3	
	4. CSCA room with proper furniture	Yes	3	
	5. Student centre for co-curricular activities and its regular usage	Yes	3	
	6. Regular use of playground	Yes	3	
4.7	**Regular Updating of Service Books/ Service Records**			**3**
	Response: Yes, service books and service records of all teaching and non-teaching staff of the college are maintained properly and updated regularly as per the prescribed rules and procedures.			
4.8	**Timely Submission of ACRs**			**3**
	Response: Yes, the Annual Confidential Reports (ACRs) of all eligible teaching and non-teaching staff of the college have been completed and submitted within the prescribed time schedule for the relevant assessment year.			
4.9	**Prompt Response to Official Correspondence**			**5**
	Response: Yes, the college office ensures prompt and timely response to all official correspondence received from the Department of Higher Education, affiliating university, regulatory bodies, and other government or stakeholder agencies, thereby facilitating smooth administrative functioning.			
4.10	**Proper maintenance to Official Records (Cash books/ Stock registers, Fund registers, Leave records, File funds etc.)**			**10**
	Response: Yes, all official records of the college, including cash books, stock registers, fund registers, leave records, fine fund accounts and related office files, are properly maintained, updated, and preserved in accordance with the prescribed rules and procedures.			
4.11	**Proper record of students' attendance and CCA**			**10**
	Response: Yes, all the teaching staff maintains the students' attendance and CCA record. This has been verified by the internal academic audit team during the process of academic audit.			
4.12	**Whether ranked by NIRF, Other Agencies**			**0**
	Response: The Institution is not ranked by NIRF.			
4.13	**Whether accredited by NAAC**			**12**
	Response: Rajiv Gandhi Government College, Chaura Maidan, Shimla is a NAAC accredited institution with a B grade. The NAAC Peer Team visited the college campus on 26th and 27th November, 2024, as part of the accreditation process. This accreditation reflects the college's commitment to maintaining quality standards in education and institutional development.			
4.14	**Whether AQARs are being submitted as per timeline annually or not**			**12**
	Response: The AQAR for the session 2023-24 was submitted online on 27th January, 2025 as per the timeline of the NAAC.			

4.15 Recognition for Exemplary Contributions of the Staff and Students **8**

Response: The contributions of students and faculty members at Rajiv Gandhi Government College, Shimla, have been recognized by various government and non-government agencies for their active involvement in clubs and society activities. Faculty members are also acknowledged for their guidance, support, and contributions. The list of recognition of exemplary contribution of the staff (3) and students (2) is provided in the supporting documents.

1. Dr. Rakesh Sharma and Dr. P.L. Verma received letter of appreciation from SJVN Shimla
2. Dr. Hem Raj Chandel Receives Letter of Appreciation from Himachal Pradesh Community, Kingdom of Bahrain
3. CSUO Sanyam Singh and Sahil receives ADG Appreciation and DG appreciation award for their contribution to NCC and its Activities

4.16 Involvement of Stake Holders **17**

4.16.1 PTA **12**

SN	Criteria	Response	Score
1.	PTA constituted as per norms	Yes	1
2.	PTA Supportive	Yes	1
3.	Significant Contribution of PTA	Yes	10

4.16.2 OSA **5**

SN	Criteria	Response	Score
1.	OSA framed as per norms	Yes	1
2.	Financial Contribution or Equivalent in kind per 100 Alumni of Rs.25000/- per annum	No	0
3.	Non-Financial Contribution, Career Counselling, talk, Interactive Session/ facilitation in placement of students etc on regular basis	Yes	4

4.17 Feedback from Stakeholders other than Students and action taken thereon **4**

Response: Apart from students, structured feedback is also collected from parents, alumni, and employees of the institution through google form, ensuring that diverse stakeholder perspectives on curriculum, teaching-learning, support services, and institutional environment are systematically captured. The responses are analysed to identify strengths, gaps, and specific suggestions for improvement, and the findings are then placed before the advisory committee, where they are discussed in detail for academic and administrative decision making.

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. **25**

Response: The IQAC, college advisory committee, other committees and departments systematically examine and reviews students' performance and outcomes in academics, co-curricular, extracurricular and extension activities, and suggest measures for continuous improvement. Co-curricular and extension activities are reviewed for better planning of NSS/NCC and outreach programmes. The action-taken report of these measures is documented by IQAC and reviewed periodically to ensure that decisions from the annual review meeting are enforced.

Criteria – IV Score Summary			
Metric	**Head**	**Max Score**	**Score Claimed**
4.1	**Institutional Vision**	**18**	**18**
4.2	**IQAC**	**12**	**12**
4.3	**Management of Institutional Funds**	**16**	**16**
4.4	**Grievance Redressal of Students and Employees**	**10**	**10**
4.5	**Green and Clean Campus**	**16**	**16**
4.6	**Facilities for Students**	**18**	**18**
4.7	**Regular Updating of Service Books/ Service Records**	**3**	**3**
4.8	**Timely Submission of ACRs**	**3**	**3**
4.9	**Prompt Response to Official Correspondence**	**5**	**5**
4.10	**Proper maintenance to Official Records (Cash books/ Stock registers, Fund registers, Leave records, File funds etc.)**	**10**	**10**
4.11	**Proper record of students' attendance and CCA**	**10**	**10**
4.12	**Whether ranked by NIRF, Other Agencies**	**10**	**0**
4.13	**Whether accredited by NAAC**	**20**	**12**
4.14	**Whether AQARs are being submitted as per timeline annually or not**	**12**	**12**
4.15	**Recognition for Exemplary Contributions of the Staff and Students**	**8**	**8**
4.16	**Involvement of Stakeholders**	**20**	**17**
4.17	**Feedback from Stakeholders other than Students and action taken thereon**	**4**	**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**	**25**	**25**
	Total Criteria – IV Score	**220**	**199**

5. Best Practices, Innovation and Institution Distinctiveness

Metric	Activity		Score
5.1	**Best Practices Description & Outcome of Best Practice (at least two)**		**20**
	Best Practice 1	**Academic Audit** **10**	
	Best Practice 2	**Life Skill Oriented Experiential and Co-curricular Activities** **10**	
5.2	**Special Initiatives Taken for:**		**24**
	1.	**Energy Conservation/ use of Solar Energy** **4**	
	2.	**Solid Waste Segregation / Management** **4**	
	3.	**Rain Water Harvesting and its use for Gardening and Cleanliness** **4**	
	4.	**Plastic Free Campus** **4**	
	5.	**Blood Donation Camps** **4**	
	6.	**Adoption of Village/ Educational Institutions** **4**	
5.3	**Social Impact of Extension Activities: (on the basis of Community Feedback)**		**10**
	Response: 1. Social Impact assessment survey was conducted by 48 students of Eco-Club on "Vision Shimla 2040: Heading Towards Net Zero Emission- A Students' Citizens Perspective". 2. NSS unit conducted *Nukad Natak* on Drug Abuse and also conducted cleanliness drive in adopted village Gawahi on 5th March, 2025. The NSS volunteers collected feedback on the activity from the locals and the activity was appreciated and rated positively by the locals. 3. The feedback on the extension activities of the Road Safety Club of institution was positively reported by the locals. 4. Red Ribbon Club of the college participated in the extension activities in collaboration with the AIDS Control Society of Himachal Pradesh. The awareness generated by the students through these activities have resulted in positive community feedback.		

5.4	**Special New Innovative Initiatives or Ideas Adopted in the College (Other than at Sr. No. 5.2 above)**	**16**

Response: The detailed list of innovative initiatives is enclosed as proof; however, partial list is as follows:

- **Establishment of Medicinal Plants Museum by Botany Department:** The faculty of Botany along with students undertake biodiversity exploration and set up of ornamental floriculture and high-altitude medicinal plants museum in the Laboratory
- **The Campus Beautification Committee activities** to enhance campus aesthetics and contribution from PTA, NSS, NCC.
- **Digital Library** established by the Department of BCA
- **Book Bank Developed** by the Department of Commerce, BCA, Botany and Zoology
- **Publication of e-magazine** by the department of Zoology
- **The NSS Volunteers** rendered services at IGMC through *lungar* distribution

5.5	**Collaborations**	**10**

1.	**With Peer Educational / Research Institutions**	**5**
2.	**Other Government Bodies/ Industry**	**5**

Criteria – V Score Summary			
Indicator	**Head**	**Max Score**	**Svcore Claimed**
5.1	**Best Practices Description & Outcome of Best Practice (at least two)**	**20**	**20**
5.2	**Special Initiatives**	**24**	**24**
5.3	**Social Impact of Extension Activities: (on the basis of Community Feedback)**	**10**	**10**
5.4	**Special New Innovative Initiatives or Ideas Adopted in the College (Other than at Sr. No. 5.2 above)**	**16**	**16**
5.5	**Collaborations**	**10**	**10**
	Total Criteria – V Score	**80**	**80**

6. Faculty Profile & Research Activities

Metric | **Activity** | **Score**

6.1 **% of teachers with Ph.D.** — **4**

Department	Total Teachers	With Ph.D.	%age
Principal	01	01	100.00
Botany	02	01	50.00
Chemistry	03	03	100.00
Commerce	05	03	60.00
Computer Science	01	01	100.00
Economics	02	02	100.00
English	06	04	66.67
Geography	02	00	0.00
Hindi	02	02	100.00
History	03	01	33.33
JMC	01	00	0.00
Mathematics	02	02	100.00
Music	02	02	100.00
Philosophy	00	00	0.00
Physical Education	01	01	100.00
Physics	02	02	100.00
Political Science	03	02	66.67
Public Administration	01	00	0.00
Sanskrit	01	00	0.00
Sociology	01	01	100.00
Tourism & Travel Mngt	01	01	100.00
Zoology	02	01	50.00
BCA	05	01	20.00
Total	**49**	**31**	**63.27**

6.2 **Teachers as Research Guides** — **8**

Response: Teachers of the Institution are acted as research guide to the students allotted by the ICDEOL, HP University, Shimla and IGNOU.

6.3 **No. of Orientation Programmes, Refresher Courses, Faculty Development Programmes and Workshops of one week or more Attended by Teachers (in last three years)** — **10**

SN	Programmes	2022-23	2023-24	2024-25	Total
1	Orientation Programme	03	02	00	05
2	Refresher Courses	07	20	06	33
3	FDP and Workshops	28	34	94	156
	Total	**38**	**56**	**100**	**194**

6.4 **Projects/ Patents/ Fellowships/ Associateships** — **0**

Response: None of the faculty member have Projects/ Patents/ Fellowships/ Associateships

6.5 No. of Paper Presented in Conferences / Seminars/ Symposia — **8**

SN	Programmes	2023-24	2024-25	Total
1	International	56	41	97
2	National//Regional/State	33	32	65
	Total	89	73	162

6.6 Seminars. Workshops, Conferences and Trainings organised by the Institution — **6**

SN	Seminar/Workshop/Conference/Training	Dates	Score
1.	International Conference on Issues and Advancements in the Contemporary World	3rd to 5th June, 2024	**6**
2.	One Day National Webinar on Relevance of Gandhi	2nd October, 2024	**4**
3.	2 Day Workshop by Music Department with Lalsa Sangeet Sangeet Sansthan	14th and 15th September, 2024	**3**
4.	One Day Workshop for Faculty Members on NAAC Accreditation Process	18th September, 2024	**3**
5.	One Week FDP on "Capacity Building of College Teachers in Context of NEP and Student Aspirations"	1st May to 8th may, 2025	**3**

6.7 No. of Paper Published — **20**

SN	Paper Publication in	Nos	Score
1.	UGC Care List	5	**15**
2.	Non-UGC Care List Journals	17	**36**
3.	Citations		

6.8 Teacher's Special Innovative Ideas (Brief description thereof) — **5**

Response:

- **Preparation of Video Lectures for Students:** The Departments of BCA and Zoology have also prepared video lectures, which are made available to the students.
- **Repository of Power Point Presentations:** Departments have made ppts on and shared them with students
- **Online Classes:** Online classes of the students of Government College Dhami and JLN Government College of Fine Arts by the Departments of BCA and Economics
- **Social Responsibility Activities of Faculty Members:** Faculty members of the Institution are actively involved in the promotion of education and cultural activities in the schools and communities.
- **Exposure Visit to Students:** Faculty members are encouraging students' participation in seminars and workshops and also taking them out on exposure visits.
- **Skill Upgradation:** Faculty members are engaged in continuous process of skill upgradation as our faculties completed courses, cleared departmental exams and even taken membership of societies.

6.9 No. of Books Published/ Chapters in Books — **10**

SN	Book/Chapter	No	Score
1.	Books Published	3	15
2.	Chapters in Books	10	20

6.10 Teachers Academic and Extension Activities — **10**

SN	Activity	No.	Score
1.	Resource Person	08	16
2.	Member of BoS/ Subject Expert	10	40
3.	Popular Articles	-	-

6.11	**Awards by Recognised & Reputed Organisations**	**6**
	Response: The Principal and Faculty members of the institution have received awards for the academic and co-curricular activities.	

Criteria – VI Score Summary			
Indicator	**Head**	**Max Score**	**Score Claimed**
6.1	**% of teachers with Ph.D.**	**5**	**4**
6.2	**Teachers as Research Guides**	**8**	**8**
6.3	**No. of Orientation Programmes, Refresher Courses, Faculty Development Programmes and Workshops of one week or more Attended by Teachers (in last three years)**	**10**	**10**
6.4	**Projects/ Patents/ Fellowships/ Associateships**	**10**	**0**
6.5	**No. of Paper Presented in Conferences / Seminars/ Symposia (in last three years)**	**8**	**8**
6.6	**Seminars. Workshops, Conferences and Trainings organised by the Institution**	**6**	**6**
6.7	**No. of Paper Published**	**20**	**20**
6.8	**Teacher's Special Innovative Ideas (Brief description thereof)**	**5**	**5**
6.9	**No. of Books Published/ Chapters in Books**	**10**	**10**
6.10	**Teachers Academic and Extension Activities**	**10**	**10**
6.11	**Awards by Recognised & Reputed Organisations**	**8**	**6**
	Total Criteria – VI Score	**100**	**87**

7. Miscellaneous

Metric	Activity	Score
7.1	**Any Other Important Information or Initiative not covered above e.g. Institution Incubation Centre, R&D Cell-cum- innovation centre, B. Voc., Self Finance courses, Add-on courses, Internship, OJT, Green Audit, Academic Audit etc.**	**50**
	Response: The college have taken following initiatives that are not covered in the previous sections: 1. R&D Cell-cum-innovation Centre 2. Self-Finance Courses (BCA and PGDCA) 3. Energy Audit of the Institution for the session 2024-25 4. Academic Audit of the Institution for session 2024-24 5. Gender Audit of the Institution for session 2024-25 6. Environment Audit of the Institution for 2024-25	
7.2	**Spot evaluation of institutions by the Offices from the Directorate of Higher Education / representative of the Director of Higher Education**	**20**
	Response: During 2024-25, following teams visited the institution:	

SN	Team	Purpose	Dates
1	HP University Officials	College Affiliation	5th May, 2024
2.	Directorate of Hr. Education	Library Inspection	18-10-2024
3.	NAAC Peer Team Visit	NAAC Accreditation	26th - 27th Nov., 2024
4.	Directorate of Hr. Education	SAR Evaluation	14th November, 2024

7.3	**AG Audit paras settled up to date**	**5**
	Response: All the AG Audit Paras are either settled or reply communicated to the AG Office.	
7.4	**Local Audit Paras settled up to date**	**5**
	Response: All the Local Audit Paras are either settled or reply communicated to the AG Office.	
7.5	**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)**	**10**
	Response: All the timeline to filing reply of court cases / RTI Applications / Public grievances received through Mukhyamantri Seva Sankalp 1100 and Centralised Public Grievance Redress and Monitoring System (CPGRAMS) were adhered by the institution.	
7.6	**Invited speakers on various themes relevant to holistic development of students**	**10**
	Response: Speakers were invited on various themes relevant to holistic development of students.	

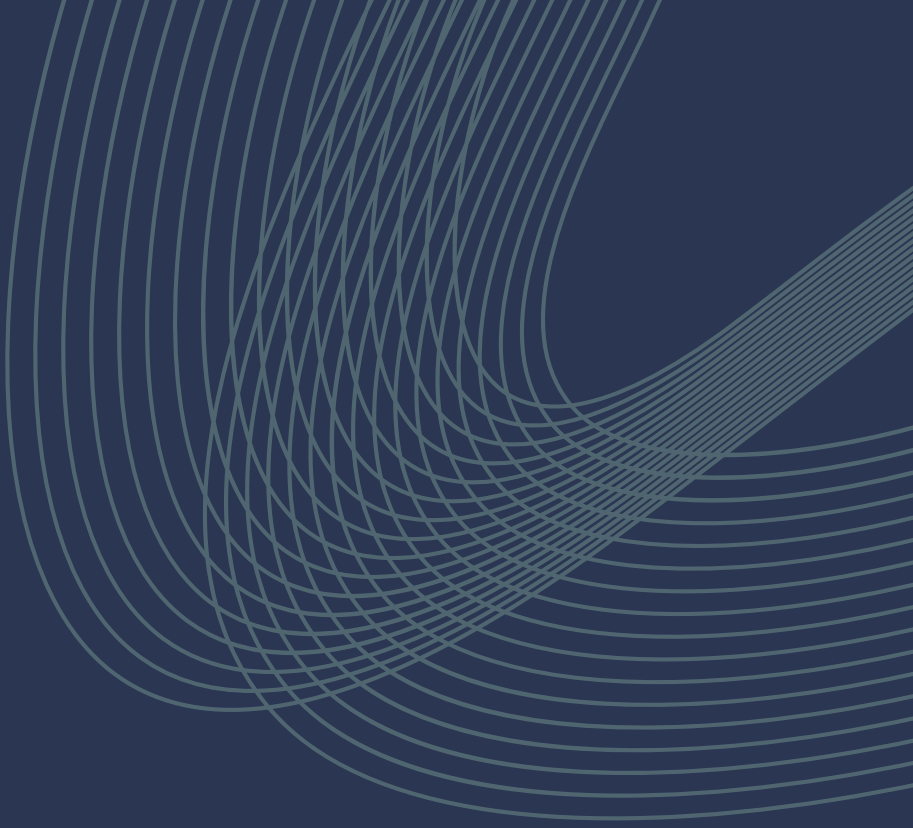
7.7	**Skill Development Training (at least 20% students benefited)**	**20**
	Response: Skill development activities are being conducted through external collaborations (MoUs, short-term certificate courses, industrial visits) as well as through institutional programmes like professional and add-on courses, all aimed at enhancing students' employability. More than 20% students are benefitted from these trainings.	

Criteria – VII Score Summary			
Indicator	**Head**	**Max Score**	**Score Claimed**
7.1	**Any Other Important Information or Initiative not covered above e.g. Institution Incubation Centre, R&D Cel-cum-innovation centre, B. Voc., Self Finance courses, Add-on courses, Internship, OJT, Green Audit, Academic Audit etc.**	**50**	**50**
7.2	**Spot evaluation of institutions by the Offices from the Directorate of Higher Education / representative of the Director of Higher Education**	**20**	**20**
7.3	**AG Audit paras settled upto date**	**05**	**5**
7.4	**Local Audit Paras settled upto date**	**05**	**5**
7.5	**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)**	**10**	**10**
7.6	**Invited speakers on various themes relevant to holistic development of students**	**10**	**10**
7.7	**Skill Development Training**	**20**	**20**
	Total Criteria – VII Score	**120**	**120**

Summary of Score Sheet

Institutional SAR Score			
Criteria	**Heading**	**Max Score**	**Score Claimed**
I	**Teaching Learning**	**140**	**122**
II	**Student Support Services and Progression**	**280**	**266**
III	**Infrastructure & Resources**	**160**	**152**
IV	**Institutional Management**	**220**	**199**
V	**Best Practices, Innovation and Institution Distinctiveness**	**80**	**80**
VI	**Faculty Profile & Research Activities**	**100**	**87**
VII	**Miscellaneous**	**120**	**120**
	Total Score	**1100**	**1026**

Sd/-
Principal
Rajiv Gandhi Government College
Chaura Maidan, Shimla



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