SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOVT. JAMUNA PRASAD VERMA P.G. ARTS AND COMMERCE COLLEGE, BILASPUR, CHHATTISGARH

GOVT. JAMUNA PRASAD VERMA PG ARTS AND COMMERCE COLLEGE, JARHABHATA, BILASPUR
495001
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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government Jamuna Prasad Verma P.G. Arts & Commerce College is situated at NH-130 (old NH-200) in Bilaspur, the Zonal Office of Southeast Central Railway and Nyayadhani of Chhattisgarh. The college may be called one of the oldest colleges of the State as it has its roots in SBR College which was established by Maha Kaushal Shikshan Samiti in 1944 and has come into its present state after facing various transmutations as it was taken over by the Government of MP in 1972 and its Science Faculty was segregated in 1986. Since then, it was known as Govt. PG Arts & Commerce College. The Govt. of Chhattisgarh renamed it as Govt. Jamuna Prasad Verma PG Arts & Commerce College in 2008 just to honour an eminent social worker of the region.

The college is presently affiliated to the Atal Bihari Vajpayee University, Bilaspur. The affiliation to universities has also been kept on changing. It has been an affiliated college of Nagpur University, Nagpur, (1944-45 to 1955-56), Sagar Vishwavidyalaya, Sagar (1956-1964), Pt. Ravi Shankar Shukla University, Raipur (1964-1983), Guru Ghasidas Vishwavidyalaya, Bilaspur (1984-2009), and of GGU Central University, Bilaspur (2009-2012).

Spread over 6 acres of land, the College is a Multi Faculty (Arts, Commerce, Science, and Management) Co-ed Post Graduate college comprising Govt. financed 8 PG Departments, 6 UG Departments and 4 Self-Financed Departments with 37 regular and 6 contract based faculty members supported by 22 Non-teaching Staff catering to the educational needs of more than 3000 students out of which over 85% belong to socially, economically and educationally backward classes. Significant number of its students are from rural and backward areas. Among the students, approximately 45 % are girls.

Putting appropriate emphasis on curricular and co-curricular activities, the College is striving to promote value- based quality education for inculcating a sense of social responsibility and good citizenship amongst its student community.

Vision

The Vision of the College is to uplift the academic standards of the youths by imparting quality higher education, instilling them with the qualities of compassion, competence and confidence and thus prepare them to serve the Nation and the society they move in.

With this vision, the College intends to serve the youths of the region and the state by providing them access to higher education with quality which may enable them to be fairly competent and competitive in the fields they enter. The college strives towards intellectual, moral and cultural development of the students inculcating moral values, discipline and dedication to work into them.

Mission

As the college admits most of the students who are socially and economically and educationally disadvantaged hailing from rural as well as urban pockets and works for their competence building and enhancement of their

abilities and skills, the following is the mission and consequent objectives to fulfill the Vision of the College:

- To provide the masses cost effective excess to higher education.
- To serve the student community who are educationally, socially and economically weaker in this region.
- To transform the youth into educationally, morally, culturally and spiritually good citizens with greater employment opportunities.
- To serve the National cause of educating women, particularly those who lack educational opportunities.
- To provide academic excellence among students.
- To inculcate discipline into the students.
- To motivate the Students' participations in extracurricular activities to develop their hidden skills.
- To orient the students towards their social responsibilities through various co-curricular and extra-curricular forums such as N.C.C., N.S.S., Sports, YRC, and the like.

The vision, mission and objectives of the institution are communicated to the students, teachers and other stakeholders through the college prospectus, college website, and the meetings with the Students and Parents at the time of admission and also through Alumni, Extension Service, and the Media.

The display of Vision Statement and Mission Statement at the entrance helps the stakeholders identify the goals and objectives of the college.

The activities planned and conducted by the Students under various banners also serve in spreading the mission and vision of the college.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The oldest and well known College of the Region and the second oldest of the State.
- The only Multi Faculty Coeducational Government PG Institution of the city.
- Convenient location at the National Highway.
- Equitable excess to all with lowest fee structure.
- Merit based transparent admission process with strict adherence to the policies and norms of the State Government and the University.
- Highly qualified, experienced and dedicated faculty members.
- Student- oriented teaching-learning with personal care.
- A systematic approach to teaching plan according to the academic calendar of the Dept. of Higher Education, Govt. of Chhattisgarh and the University.
- A huge building with well-lit and ventilated classrooms and halls.
- Canteen and parking facility for students and teachers.
- A big playground for all the field games, a hall for indoor games.
- A well-equipped Gym
- Highly active NCC, NSS and Youth Red Cross Units for both the boys and the girls and well managed extracurricular activities.
- Facilities for students – Purified drinking water, wi-fi enabled Internet access in the departments, close circuit cameras, library with Browsing and N-LIST Facility
- Examination centre for University Exams and major Competitive Exams.
- Team work, dedication and harmony among staff members.

Healthy, amicable and congenial academic environment in the campus

Institutional Weakness

The college could not overcome the following weaknesses:

- Inadequate and Irrational set up of Teaching & Non-teaching Staff.
- Irregular and imprudent Transfer Policy.
- Poor Socio- economic and Educational Background of the Students.
- Lack of Large Central Computer Lab and Classrooms with ICT facility.
- Lack of Auditorium, Hostel facility, Staff Quarters and Guest House in the Campus.
- Insufficient Funds provided by the State Government.
- Limitations in utilization of the Funds due to complex Store Purchase Rules.

Institutional Opportunity

The obvious opportunities before the institution are:

- Exploiting its Past Image, Eligible and Talented Learners can be attracted.
- Admitting the Rising Number of Admission Seekers can help in increasing the GER.
- Scope to enhance Research in Humanities and Social Sciences.
- Locally Available Universities and Institutes for Linkage/Collaboration
- Scope for Vocational / Job oriented /Professional Courses.
- Possibility of persuading External Agencies to initiate Participatory Curricular and Extra/ Co-Curricular Programmes.
- Opportunity to extract and utilize Funds from Community/Corporate.

Institutional Challenge

The Challenges before the Institution are:

- To increase faculty positions to accommodate the rising number of learners.
- To enhance the learning standards, in the limited time frame, of the students coming from poor educational base.
- Continuous need to acquire new and update the available resources and technology.
- To extract more funds from all the funding agencies.
- To formulate policies for providing placement opportunities to Students of traditional Courses.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The primary purpose of the college is to impart education and so a proper plan of curriculum delivery is prepared in the beginning of the session and according to the Academic Calendar of the University and the college, academic activities are conducted and evaluated in the first week of the next month. The syllabus and Internal Assessment are completed in stipulated time. The record is maintained in the form of Diaries and Registers.

The college faculty members serve in various bodies such as Board of Studies, Academic Council, Examination and Admission Committees and contribute in developing curriculum and conducting the examinations. They also serve as subject experts in the matters of inspection and recruitment board of the University.

The curricula of all the programmes offered in the college and provided by the University contain topics related to ethical, social and human values. It is supplemented by the college in the form of extracurricular activities to addresses various values and social concerns such as Moral values Gender issues and Environmental issues.

Nearly seventy five percent of the Programmes offered in the college contain experiential, experimental and surveys and Fieldwork in the syllabus.

At the end of the session, feedback is taken from the students, Alumni and the Faculty Members. It is analysed by the committee made for the purpose in association with the IQAC and the report is submitted to the Principal for taking action on the suggestion and issues raised in the report.

Teaching-learning and Evaluation

If the data of last five years and that of earlier sessions are to be looked at, it is found that approximately 3000 students study in the college and there are thirty seven faculty positions, out of this also only about eighty percent remain occupied and such an insufficient staff is taking care of academic activities assisted by twenty two non-teaching staff and so there is need to increase the regular positions as ratio of 113 to 1 is quite high.

There is provision of continuous assessment of the learners through Internal Tests and Seminars at PG level and Test at UG Level. The internal assessment is conducted thrice in PG, twice in UG programmes with practical and once for the other programmes. The process is transparent and fair. The grievance redressal process is also available to the students. The programmes which have practical or projects or surveys and fieldwork, promote participative learning and teachers interact with them during these activities. The learning status of the students is thus observed and necessary measures are taken to guide slow and advanced learners. The teachers take steps to identify and accordingly assist them. The process encourages experiential and participative methods of learning. The ICT tools are of

The college, however, is at advantage in regard to the faculty available as the highest qualification of over ninety percent is Ph.D. and have experience of more than 25 years. Only a few are newly recruited and they too are not very new.

Programme and course outcomes are discussed and analysed at the level of Institution and are published in the college Bulletin and placed on the website also. In the matter of examination results, college students perform fairly well. The data shows that over ninety two is the average pass percent in the last five years and one or two students of each programme get place in the Merit List of the University.

Online student satisfaction survey regarding teaching learning process has been started in the college from the

last session and it got very good response and has been highly successful.

Research, Innovations and Extension

The activities related to research have declined due to factors not in control of the college. The affiliating University has started Ph.D. registrations just from this very session and so the enrollment at the research centres of the college was nil in the past four academic sessions. Even now the RDC has not taken place in many subjects. There were over twelve recognized supervisors earlier but due to transfer and sad demise the number has dwindled. This has affected the publication and MRPs also.

There are fourteen academic programmes running in the college. There is no enrollment in the Add-on Courses due to lack of faculty positions who may handle these programmes. The teaching methods are mostly traditional. However, a new way has been adopted by all the teachers in delivering lectures and conducting classes. Using cgschool.in and hecgonline.in centralized platforms and ZOOM and Google Meet personally, the classes were conducted in the last session and are being conducted even in this session. Teachers are providing digital study material and Texts to the students and this is proving highly useful to both the teachers and the students.

Ther is no scope and utility of conducting workshops on Intellectual Property Rights and Research Methodology for all the students. There is a paper in most of the PG Programmes and for Research Scholars on Research Methodology and they are properly handled.

In the matter of Extension Activities and Outreach Programmes, the college has been doing well for many years, though due to State Assembly Elections in 2018-19 and Pandemic in the next sessions these activities could not be enhanced. However, with an average of 25 programmes per year they have been conducted successfully. The contribution of the students in Community Service has been fairly recognized and awarded also.

Infrastructure and Learning Resources

The Institution houses over three thousand students in each session and has sufficient building to run fourteen programmes. There are two blocks – one has two floors and the other three. There are thirty classrooms. The ICT facilities are available at ten places Approximately 120 computers, 8 projectors, two OHP, and two Smart Boards are available for the departments. Last year, six classrooms were equipped with the facilities for Online Classes. The campus is wi-fi and provides internet connectivity to all through three Broadband connections with a speed of 200 mbps each. Besides teaching facilities, there is one Conference Hall and one Seminar Hall, six UG labs for practicals, two computer labs, one English Language Lab.

The Library of the college is large enough to stack over twenty thousand boogs. It has subscription to N-LIST and provides excess to both the teachers and the students. It is partially automated using Open Source KOHA software.

There is a large playground just in front of the main building and has organized state level competitions of Cricket, Handball, KH-KHO, and of Athletics. Football and Hockey matches are also organized. The sorts Department has a well equipped Gym, Hall for Table-tennis and other small Indoor games. One covered Courtyard is used for badminton, cultural programmes and for Yoga Practice and Programmes.

The institution is a State Govt. institution managed by the Department of Higher Education, Govt. of Chhattisgarh. The college receives fund from the Govt. to meet its recurring and asset building needs. The construction and maintenance activities are carried out by the PWD. During the last five years, the college was allocated two crore fifty lacs under building grants and sixty lacs for equipments in addition to salary and contingency grants. The details of the funds received and utilized have been given in C-IV.

Student Support and Progression

There are over 2500 students who belong to ST,SC, and OBC category and all are helped with the scholarship from the Govt. and with the books and stationery articles. The girl students are exempted from paying tuition fee. If two siblings are studying in the institution, one is given half fee exemption. In an average 90 % of the students get benefit of scholarship and exemption in fee.

Besides educational needs of the students, proper care is taken of their physical wellbeing by carrying out programmes through Yoga, games, Health and Hygiene related programmes. Soft skills are sharpened along with the teaching.

There is very good mechanism and practice of dealing with the grievances of the students and timely redressal of them. There has been no written complaint from the students during the last five years as the committees formed for the purpose solve the issues instantly and amicably.

The matter related to Placement, Progression to Higher Education and Success in Competitive Examinations is highly hypothetical as there is no such mechanism or procedure to maintain this record accurately. Here, it is humble suggestion of the Institution to consider these templates and allocated marks for accreditation purpose not on the basis of numbers given in Templates but on the basis of process that the college has completed and whatever data is given should be counted qualitatively and not quantitatively.

The students of the college participate in the cultural and sports activities with great enthusiasm. The Number of awards/medals won by students for outstanding performance in sports/cultural activities is not high but their participation in theses activities is certainly a great achievement for the institution. However, over thirty students represent University and the State in these activities each year.

Alumni Association of the college has been duly formed and registered in the Firms and Societies Office of Chhattisgarh State. The process is going on to get benefit of its very rich alumni. Thousands of its students have been or are on very high positions- political and administrative. The college intends to harness this great resource of the college.

Governance, Leadership and Management

The Institution belongs to Government and follows the orders and circulars of the Government in all matters. It however incorporates its own vision and mission in governance of the academic and administrative affairs keeping in mind the needs of the students and the staff. There are various committees which are revised at the beginning of each session. The teachers and the students are given representation in these committees. The decisions and their implementations are executed as per the suggestions of the committees. These committees are consulted in making Strategic / Perspective plans for the college and they are effectively deployed.

The Policies, Administrative Setup, Appointments and Service Rules and Procedures are not in control of the institution as they are all framed and controlled the Department of Higher Education.

The welfare measures for teaching and non-teaching staff and e-governance related matters are also as per the Govt. policies and Schemes. The details have been given in the SSR Criterion VII. The Performance Appraisal System is also as per the Govt. policy. Each year staff has to submit PBAS forms and they are examined, commented and forwarded by the principal to AD to Commissioner to Secretary (Forms of Class-I and II).

The external financial audits are conducted by CA annually and by Govt. and AG once in several years. The college asks the Department of Commerce to conduct internal audit of the accounts at the end of financial year, but it is not taken as formal audit.

The Internal Quality Assurance Cell (IQAC) is quite active and efficient in the matters related to it. It was formed in 2017 and since then regular meeting and various activities and programmes have been conducted by it. The details are in SSR C-VII.

Institutional Values and Best Practices

The college has a set of Code of Conduct for the staff and the students. The staff follows the service rules and discipline prescribed by the Govt. and stated in Service Manual; while there is code of conduct for the students stated by the Institution. They are available on the Website of the college and for students in the Prospectus.

The conduction of Induction Meetings for the students and in the meetings with the staff, the principal exhorts for sensitization of students and employees toward social and moral values, rights, duties.

The ground floor of the college building is disabled-friendly and Differently Abled can move in the campus and use washrooms comfortably. The diversity among the students and staff is treated equally without any discrimination .

The promotion of gender equity has been given priority and has been organizing programmes on Gender Equity and Gender Sensitization. The details can be seen in the various programmes organized by the college in the past.

The Environmental Concern is also on the priority list of the college. Solid and Liquid wastes are managed adequately with the support of the Municipal corporation of Bilaspur. The Campus is kept clean, green and by conducting Green Audit, Planting sustainable number of trees each year. Four pits by CSPDCL under CSR, have been dug for Rainwater Harvesting in the campus. The efforts are being made to install Solar Panels to supplement energy source.

The distinctive feature of the Institution is its diversity housing over 3000 students from nearly all walks of society. This is the only Govt. multi-faculty coed institution in the city.

The best practices adopted by the Institution are really commendable. The Campus has not seen any kind of dispute among the students or the staff in the last five, and even in earlier five, sessions. No case of Ragging, fight, exploitation has been reported in the last ten years. The college is also committed to Community Service and over twenty programmes of importance have been organized in each year in the last five sessions, in spite of the Lockdowns and the Pandemic.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. JAMUNA PRASAD VERMA P.G. ARTS AND COMMERCE COLLEGE, BILASPUR, CHHATTISGARH
Address	GOVT. JAMUNA PRASAD VERMA PG ARTS AND COMMERCE COLLEGE, JARHABHATA, BILASPUR
City	BILASPUR
State	Chhattisgarh
Pin	495001
Website	www.gjpvpgc.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Jyoti Rani Singh	07752-228225	9406112060	-	gpgacc.bsp.iqac@gmail.com
Professor	Dr. S.K. Tripathi	7752-228225	7000761811	-	tripsk61@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	01-07-1986

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Chhattisgarh	Atal Bihari Vajpayee Vishwavidyalaya	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-07-1986	View Document
12B of UGC	01-07-1986	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	GOVT. JAMUNA PRASAD VERMA PG ARTS AND COMMERCE COLLEGE, JARHABHATA, BILASPUR	Urban	6	6569.4

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BCom,Commerce	36	Twelfth	English + Hindi	520	481
UG	BBA,Management	36	Twelfth	English + Hindi	130	79
UG	BSc,Physics Chemistry And Mathematics Comp Science Electronics	36	Twelfth	English + Hindi	220	190
UG	BSc,Zoology Botany And Chemistry Microbiology	36	Twelfth	English + Hindi	380	334
UG	BA,Hindi English Sanskrit History Sociology Economics Geography Political Science Political	36	Twelfth	English + Hindi	1400	1282

	Science					
PG	MA,English	24	UG Degree	English	80	63
PG	MA,Economics	24	UG Degree	English + Hindi	100	59
PG	MA,History	24	UG Degree	English + Hindi	100	75
PG	MA,Political Science	24	UG Degree	English + Hindi	100	73
PG	MA,Geography	24	UG Degree	English + Hindi	80	32
PG	MA,Sociology	24	UG Degree	English + Hindi	100	85
PG	MCom,Commerce	24	UG Degree	English + Hindi	160	147
PG	MA,Hindi	24	UG Degree	Hindi	100	80
PG Diploma recognised by statutory authority including university	PGDCA,Computer Application	12	UG Degree	English + Hindi	60	60

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8				0				28
Recruited	0	0	0	0	0	0	0	0	13	14	0	27
Yet to Recruit				8				0				1
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				6
Recruited	0	0	0	0	0	0	0	0	0	6	0	6
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				18
Recruited	9	5	0	14
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				4
Recruited	3	1	0	4
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	11	13	0	24
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	2	0	3

Temporary Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	6	0	6

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1400	0	0	0	1400
	Female	966	0	0	0	966
	Others	0	0	0	0	0
PG	Male	313	0	0	0	313
	Female	301	0	0	0	301
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	26	0	0	0	26
	Female	34	0	0	0	34
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

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Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	504	511	497	543
	Female	330	343	335	377
	Others	0	0	0	0
ST	Male	342	295	304	355
	Female	242	203	241	246
	Others	0	0	0	0
OBC	Male	680	632	646	696
	Female	547	596	553	545
	Others	0	0	0	0
General	Male	193	187	162	164
	Female	229	184	160	162
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		3067	2951	2898	3088

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
227	227	227	227	227

File Description	Document
Institutional data prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	14	14

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3040	3088	2898	2951	3067

File Description	Document
Institutional data in prescribed format	View Document

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
803	803	743	743	743

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File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
770	1027	881	892	992

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
27	29	35	33	26

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
37	37	37	37	37

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 30

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
4278022	2887845	2374828	13623370	13053236

4.3

Number of Computers

Response: 96

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

The college frames and develops action plans for effective implementation of the curriculum in line with the institution's goals to empower the students through quality education. The curriculum delivery is effectively done through lectures, interactions with students, seminars and presentations at PG level, and experimental knowledge imparted to the students belonging to the programmes which have Practical and Surveys as the part of the Course at UG level.

- The Head of the institution holds meetings with all the departments and as per the discussions asks them to prepare their teaching plans for each class and one consolidated plan for the whole session and it is followed accordingly.
- The records of class work are maintained by the staff members, and it is monitored continuously, and evaluated in the first week of the coming month by the Head of the Institution.
- Faculty members prepare the study material and notes of topics which are distributed among the students for their academic preparation. During the last and the current sessions, students are being taught Online. They are being provided with the soft copies/e-books related to their courses.
- Unofficial and official Assignments are given to the students based on their syllabus which motivate the students to refer to various reference books and to use internet facility etc. to acquire knowledge.
- Internal Assessment Tests are conducted for the students which enable them to assess their level of preparation for the examinations. These tests enable the teachers also in assessing the level of their students to guide them accordingly.

Feedback collected from the students about the quality of teaching and their needs and expectations enable the institution to take necessary actions for deployment of action plan according to the expectations of the students in more effective manner.

E-learning facility (INFLIBNET) service has been acquired and this is available to all- students and teachers - from the session 2015-16 to further ensure effective delivery of curriculum.

The quality of the education imparted to students is monitored and ensured through Internal Quality Assurance Cell also. Regular feedback obtained from the stakeholders will continue and will be evaluated by the IQAC and necessary remedial measures will be incorporated as and when required in future.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The academic calendars detailing only the time-frame for various academic and extra-curricular activities are prepared and sent to the Institution by the Department of Higher Education and the Affiliating University. They are provided to the Departments in the beginning of the session. Accordingly, the Institution at its level and the Departments at their level plan these activities to be implemented and executed.

- Time-frame for curriculum delivery, Internal Assessment through Tests, Seminars and Presentations, Project and Practical Works, Field Surveys is sketched by the Departments and communicated to the students in advance.
- The Activities' Schedules are framed by the concerned Departments/ Professor-in-Charge of the activity, such as Sports, NSS, NCC, YRC etc.
- All the scheduled time-frames are approved by the principal. The plans are strictly followed for the proper and timely completion of all the academic and extra-curricular.
- All these activities are conducted within the duration mentioned in the Academic Calendar provided by the University.

The Annual and Semester Examinations in the college are conducted as per the Time-table drafted and published by the Affiliating University.

File Description	Document
Upload Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 0

1.2.1.1 **Number of Programmes in which CBCS / Elective course system implemented.**

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View Document](#)
Any additional information	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

The Institution adopts curriculum developed by the Affiliating University. The issues related to Professional Ethics, Gender, Human Values, Environment and Sustainability are all parts of the curriculum at UG level and these are taught through the lessons in foundation Course (a paper is there for all the UG Part One students titled Environmental Science and Human Rights).

The issues related to Gender, Human Values, Environment and Sustainability are integral part of the courses offered to the Post Graduate students of Sociology, Political Science, Geography, Economics. The students of literature come to learn about these through various texts prescribed in the course.

The institution admits boys and girls in all programmes and the units of NSS, NCC and Youth Red Cross and gives equal opportunities to both the sexes without any discrimination.

Awareness programmes on Human Rights and Values, Social Justice and Concerns, such as, Health and Hygiene, Social Evils, Women Empowerment, Blood Donation, Consequences of Drug and Alcohol Addiction, Environmental Issues are organized by the various committees of the College as extra-curricular activities and in this way the students are guided to understand the prime values of life. They are sensitized towards developing an understanding for others and are motivated to assist and guide others in their concerns.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 3.52

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
08	08	08	08	08

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 33.36

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 1014

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

File Description	Document	
URL for stakeholder feedback report	View Document	

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: C. Feedback collected and analysed

File Description	Document	
URL for feedback report	View Document	

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 89.72

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3040	3088	2898	2951	3067

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3435	3435	3300	3300	3300

File Description	Document
Institutional data in prescribed format	[View Document]
Any additional information	[View Document]

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 79.55

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
630	650	613	554	604

File Description	Document
Average percentage of seats filled against seats reserved	[View Document]
Any additional information	[View Document]

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

There is a provision of internal assessment through Tests and practical classes for Science Students at UG level and Tests, Seminars and Presentations at PG level as part of their curriculum and these academic activities provide an opportunity to the teachers concerned to be acquainted with the knowledge level of their students. It is observed and taken care of accordingly.

Advanced learners are identified through interactive classroom teaching and classroom discussions. The college also has provision of class tests through which faculties can identify advanced and slow learners. The marks obtained in annual exams is the final benchmark for identifying advanced learners for the next classes. They are constantly encouraged and guided for making improvements in their preparation of courses not only for their regular examinations but also for the competitive examinations which they take in future. Extra support is given to them for participating in various contests and events which are organized at intra and inter institutional level. Such students are encouraged to communicate with their faculty members at any time and discuss their problems. They are given necessary guidance by their teachers.

Slow learners are identified in classroom interactions, oral responses and written tests. Extra attention is given to such students and study material is provided to them by teachers for better understanding of the subject. Counseling of such students are done at departmental level also to resolve study related problems. They are motivated to use library resources.

Students belonging to economically weaker sections are given financial assistance by the government under various welfare schemes so that finance may not become a hindrance to their study. Remedial Classes for the disadvantaged sections of society and slow learners were organized in the past and may be conducted in future.

File Description	Document
Upload any additional information	[View Document](#)
Past link for additional Information	[View Document](#)

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 113:1

File Description	Document
Any additional information	[View Document](#)

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

- The teachers are encouraged and advised to make use of innovative teaching-learning practices. Majority of the teachers use student-centric practices for teaching-learning in their classrooms. The traditional ways of lectures using Black Boards are the most followed methods.
- A language lab was set up to improve the communicative English skills of the students and was in use in the past years. Unfortunately, the rains damaged it badly. Now it is being upgraded into Computer Assisted language Lab
- PG students are sent on survey and study tours by the Departments.
- The Science and Geography Departments are well equipped for experiments. Practical work is scheduled in such a manner that the related theory is covered before the particular experiment.
- Computer assisted learning is an integral part of Computer Department. The students of PGDCA and B.Sc. with Computer Science as an elective subject perform projects on software developments during their course of study which are evaluated as a part of their course work. Computer facility has been provided in all the departments of the College.
- In addition to conventional methods of teaching, occasional use of OHP and LCD Projectors is made by the teachers. The Department of English frequently organizes the shows related to the text in the form of Plays or Movies. The whole process is done by the students themselves.
- Student presentations are part of MA Programmes. The mentor from the department forms groups and assigns the topics to be prepared for presentation in the seminars. This is done just to promote participative learning among the students.
- The students of all UG Courses have to prepare a Project Report on Environmental Issues. Students are given options by their mentors to choose the topics for project works and presentations. Presentations by the students open up opportunity for interacting with the teachers as well as with their peers.

File Description	Document
Upload any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The College has teaching aids like Computers, OHPs and LCD Projectors in all the departments. The campus is Wi-Fi enabled and each department has the facility of internet.

Computers are made available in all the departments to be used by the staff and PG students to use ICT for

teaching and learning. The departments use LCD projectors for presentation of Learning Materials. The English Department provides the students digital copies of the Plays/Movies related to their topics in the course and the students are asked to have common session of the shows through LCD Projector. English Language Lab was set up with the aim of equipping the learners of English with a good command of the language for communication purposes, though it was not in use due to pandemic. It is being upgraded to computer assisted learning. Renovation of the Lab is complete. It is to be equipped as and when pandemic condition becomes normal. The library has been equipped with Internet, Reprographic facility and INFLIBNET Resources to be used by faculty and the students.

During the last and the current session, the teaching has been done and is still going on through Online Mode. All the teachers are using the Interactive Online Teaching Facility available in the Class Rooms. The Department of Higher Education had developed a centralized platform for Online Classes and it was used effectively to guide the students at a time when there was otherwise no option left for them.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 113:1

2.3.3.1 Number of mentors

Response: 27

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 81.08

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 91

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
24	26	31	29	26

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 9.7

2.4.3.1 **Total experience of full-time teachers**

Response: 262

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	[View Document](#)
Any additional information	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The assessment methods and the examination patterns are framed by the affiliating University. Information regarding the assessment process is put up in the syllabus of the Programmes. In the beginning of the session the faculty members give a brief of the examination and evaluation methods to be followed in the respective disciplines to the students.

The assessment process is first discussed in departmental meetings and the mode of assessment is framed in these meetings. The students are informed about the tests and other processes related to internal assessments in advance. A schedule of internal tests, seminars and presentations, practical/project works, and surveys is published and circulated among the students. The Departments hold these tests at their own level for the PG students, and at institution level for the UG students. Faculty members encourage and assist the students during the teaching session to prepare them for the tests. These tests are tools also to identify weaker students needing special attention.

The college has adopted a fair pattern of organizing internal examinations. The college faculty members act as paper setters and examiners and the learning and analytical abilities of the students are tested through the Internal Assessment Tests, Seminars and presentations. The practical examinations are held by internal and external examiners.

The evaluation pattern is according to the guidelines given by the University. The internal assessment marks are considered as a means of evaluation of the students at the Institution level. These marks are sent to the University and added to the final result.

The Examination Cell of the college urges the teachers to conduct tests for assessing and evaluating students in different modes. This has helped in identifying different types of learners and has enabled suitable reforms in teaching process.

File Description	Document
Any additional information	[View Document](#)
Link for additional information	[View Document](#)

2.5.2 Mechanism to deal with internal/external examination related grievances is transparent, time-bound and efficient

Response:

The internal and external examinations are held in the institution according to the schedule and instructions received from the affiliating university.

The college publishes the time schedules prepared by it for internal assessments and received by the university for external examinations. The students are made familiar with the process and options available to them for making their representations in case they have any type of grievance related to their examinations or assessments.

The grievances related to internal assessments are dealt with by the institution. The students can approach their concerned departments or the head of the institution regarding the grievances related to their internal assessments: tests, seminars, practicals etc. The grievances received are considered sympathetically and accordingly they are resolved for the benefit of the students. Such complaints are mostly related to their absence in the assessment process. If the student convinces the concerned department presenting genuine reason, he/she is generally given a chance to appear in tests. But he/she will have to submit the complaint during the permissible period and before the marks are uploaded on the university exam portal.

So far as the grievances related to the external examinations are concerned, they are controlled by the affiliating university. The university receives the complaints/applications from the students and its various bodies handle them. There is provision of Revaluation and retotaling for the students who are not satisfied with their results. Revaluation is done by two subjects experts belonging to out side the jurisdiction of the university.

If they are still not satisfied with the result/evaluation of any particular paper, they have the option to get the photo copy of their answer script and may consult any external subject expert. After consulting the expert and finding that the valuation was not fair, he/she may again apply to the university for panel valuation and his/her answer script is the valued by three subject experts and their cumulative decision remains final decision.

A formal time schedule and mode is devised by the university for these activities and the whole process is completed within the time frame.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

There is a process of preparing and discussing the outcomes of each programme and course in the meetings held for the purpose of assessing the performance of the departments, and accordingly, the instructions are given to the concerned departments regarding improvements if the outcome is found unsatisfactory, though it has not been done during the last two academic sessions due to the pandemic. This process of the

outcomes of the programmes and the courses is communicated to teachers and the students through Institution's Annual Bulletin. It is published on the Website of the Institution also. The process of sharing the outcomes of the Courses and Programmes will be further improved when the college starts running normally. Earlier up to 2018, the evaluation process was done by the Department of Higher Education at the State Leven under the Chairmanship of the Honorable Minister, Higher Education, Government of Chhattisgarh. Due to the State Assembly Elections in 2018-19 and then the Pandemic, no such meeting could be held.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Past link for Additional information	[View Document](#)

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

There is a process of preparing and discussing the outcomes of each programme and course in the meetings held for the purpose of assessing the performance of the departments, and accordingly, the instructions are given to the concerned departments regarding improvements, if the outcome is found unsatisfactory. This was a process to evaluate the performance of the departments, and also, of the individual teacher. It could not be taken up in the last two sessions due to lock downs and closure of the institution for all the physical activities.

In the sessions, before Covid-19 broke out, there was a mechanism to evaluate the outcome of the Programmes and the Courses at Institution level. It was done even at the State level also. Due to the State assembly Elections in 2018-19 it was not held. There used to be a meeting at the commencement of the new session regarding evaluation of the outcome of the completed session. The meeting was called by the Department of Higher Education, Govt. of Chhattisgarh. The meeting, called by the Secretary, Higher Education, used to be chaired by the Honorable Minister, Higher Education, Govt. of Chhattisgarh. After discussion and evaluation of the Outcome, instructions were given to the institutions regarding the ways and methods to be incorporated to improve the teaching and learning process.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 92.85

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
770	1027	881	892	992

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
782	1075	952	1046	1073

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View Document]
Upload any additional information	[View Document]
Paste link for the annual report	[View Document]

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document]
Upload any additional information	[View Document]

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 22.22

3.1.2.1 **Number of teachers recognized as research guides**

Response: 06

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	14	14

File Description	Document
Supporting document from Funding Agency	[View Document]()
List of research projects and funding details	[View Document]()
Any additional information	[View Document]()

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The Institution, through its various departments, strives to transfer knowledge to the students by crating the study materials in the form of notes. During the current and last academic sessions, transfer of knowledge has been done via Online Mode and necessary infrastructure has been created by the Institution, the departments and also by the Department of Higher Education, Govt. of Chhattisgarh. cgschool.in portal was provided by the DHE in the last session and the faculty members of the college were involved in creating, approving and uploading the video lectures and PDFs for the benefit of the students . hecgonline.in Portal was also provided for curriculum delivery to the students. These facilities were utilized not only by the students of this college but also by those of other colleges of the State. The Department of English provided nearly all the texts in digital forms to the students. The college prepared Six Classroom for Online teaching. Computers, LCD Projectors, Web Cameras, Speakers were provided in these rooms. The faculty members of all the departments created their own way of guiding and teaching the students using Google Meet and Whatsapp.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 1

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during last 5 years	[View Document](#)
Any additional information	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0.86

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

Response: 06

3.3.1.2 **Number of teachers recognized as guides during the last five years**

Response: 07

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)
Any additional information	[View Document](#)

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.33

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	3	4	2

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.3

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
8	5	8	11	7

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The Institution makes plans of the extension activities as per the calendar of the Government for organizing these activities. The students of NCC, NSS and YRC under the supervision and guidance of the Prof.-in charge of the Units and cooperation of the staff and other students of the college have organized various extension activities and outreach programmes in the city and surrounding rural areas during the last four years.

The Institution organizes programmes through NSS and NCC units of the college to bring awareness and to motivate the community to eradicate the social evils such as drug-addiction, illiteracy, child marriages. Various drives such as Swachchha Barat, Traffic Rules Awareness, Conservation of Natural Resources, and health and hygiene are also conducted to promote good habits not only among the community but also among the students Sapling plantations, cleaning of campus, tobacco and plastic free campus and the like are a few activities taken up by NSS and NCC units in the campus to promote environmental awareness amongst students. They also help in maintaining discipline within the campus..

The students of the college actively participate in these programmes, visit villages and slum areas and help them. These activities bring the feelings of brotherhood and belongingness to community and provide them opportunities to serve the society and in turn they themselves get sensitized towards various social issues and make them worthy citizens. The NSS, NCC, Red Cross Units of the college work with a focus on promoting citizenship roles in students. Rallies are organized and Days of National importance are celebrated in the college and the sports persons, NSS and NCC cadets very actively participate in all such events.

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 32

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
1	6	4	15	6

File Description	Document
Number of awards for extension activities in last 5 year	[View Document]()
e-copy of the award letters	[View Document]()

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 125

3.4.3.1 Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
17	28	32	32	16

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 9.56

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
454	583	350	51	6

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 0

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/**

internship year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
e-copies of related Document	[View Document](#)
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	[View Document](#)
Any additional information	[View Document](#)

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 0

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	[View Document](#)
Any additional information	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

The college has sufficient physical facilities for teaching and learning purpose. The campus is Wi-Fi enabled via two connections of Broadband with 200 mbps speed. Main building has G+2 floors while New Building has G+1 floor. There is one old block on ground floor. The Campus is monitored via CCTV.

There are following physical facilities available in the Campus covering Six Acres of land:

Facilities and Specification

Classrooms for UG Classes: 14, With Green/Black Boards

Classrooms for PG Classes: 13, With Green/Black Boards

UG Laboratories: 05, (Zoology, Botany, Chemistry, Physics, Microbiology

Computer Lab: 02, Computer Science and PGDCA and Central Computer Lab

Conference Hall: 01, Seating 90, Smart Board, Projection Provision, Guest Room with Toilet

Lecture/ Semina Hall: 01, Seating 100

English Language Lab: There is one which was equipped with Old Modules. It is being replaced with Computer Assisted Modules. There is fixed provision of Projector for presentation and video shows

Principal Chamber: 01,

Office: 01

Rooms for the Departments: 08 PG and 04 for UG. All the Departments have computer and internet access and are used by the faculty members. The PG students are also allowed to use them.

Rooms for Online Teaching: 06, There is provision of Computer with Web Cam and Projector

Library: 01, on two floors with N-LIST Browsing facility on three computers, Printer and Photocopier

Girls Common Room: 02

Examination Control Room: 01 with Computer, Printer and Photocopier

Toilets and Washrooms: 09 Common and 03 attached with rooms

Rooms for NSS, NCC, Youth Red Cross, IQAC and Career and Counseling are also available.

Common Sound System for announcements and other purposes.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

The Cultural activities and Sports and Games are part of the campus life and so the college has sufficient means to meet the basic needs for conducting these activities. There is one indoor sheet roofed yard with a stage for organizing cultural activities. Approximately five hundred students can sit in the yard while the balcony at the first floor may accommodate nearly two hundred students, though there is no sitting provision in the balcony. It is actually three side verandahs on the first and second floor which give access to watch the programmes staged. This place is used for mass Yoga programmes whenever they are conducted. The college has organized State Level, Inter-district and Annual Cultural Stage Programmes here.

There is a large playground just in front of the main building. Athletics, Handball, Kho-Kho, Kabaddi, Cricket, Hockey and Football matches can be played here and the college uses the ground for all the sports activities. Inter-District and State Level tournaments have been organized on this ground in the past, though there have been no such events during the Pandemic.

The indoor games such as Table Tennis and Carom are played on the first floor of the sports department. There is one well equipped Gymnasium also. The matches of badminton are conducted in the inner yard of the main building.

There are all the necessary playing equipments and articles available in the Sports department and are regularly updated. All the common articles, such as, bats, pads and gloves, hockey, balls of all types, javelin, hammer, discus, carom boards, TT tables and bats and rackets, Cricket ball bowling machine, mats, weighing machine, first Aid kits are available for the students. The Sports Officer guides and monitors all sports activities.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 33.33

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 10

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 119.16

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1128493	11702709	531335	10688652	8268049

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	[View Document](#)
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The open source software, Koha, is currently being used in the library. All the books have been entered in the software Module. The other records are being computerized. Soon, the students' dealing will start through the use of software. The Soul software for Library automation has been planned and will shortly be purchased and installed. There is subscription for N-LIST. It was subscribed in the session 2015-16 and has been renewed in 2020-21 and 2021-22 and this is being used by the faculty and the students. There are four computers and three are used by the students and the faculty members whenever they visit the library and desire to use. They use it from their own locations also.

File Description	Document
Upload any additional information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	[View Document](#)
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	[View Document](#)

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 179620.2

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
89747	63950	235977	385387	123040

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	[View Document](#)
Audited statements of accounts	[View Document](#)
Any additional information	[View Document](#)

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 0

4.2.4.1 Number of teachers and students using library per day over last one year

File Description	Document
Details of library usage by teachers and students	[View Document](#)
Any additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The IT facilities in the college campus are regularly updated. There were LAN enabled connections earlier. Last year, two new broadband connections have been hired. Web Cams have been purchased. New cameras and new Control Unit for surveillance have been installed in 2020-21. Three pieces of Laptops and forty-eight computers for PGDCA lab were installed in 2020-21. Two Smart Boards – one in the Conference Hall and one in the PGDCA lab have been set up.

The College Website is regularly modified and updated as per the needs and requirement. In the Last Month (July, 2021) security feature has been added and now it is Secure Website. Quick Links, such as, NPTEL, SWAYAM MOOCs, SWAYAM PRABHA, e-PG Pathshala, e Gyankosh, have been added to provide information to the students related to Courses and Course Materials.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 32:1

File Description	Document
Student – computer ratio	[View Document](#)

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Upload any additional Information	[View Document](#)
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 31.7

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1939058	1502176	735460	2474225	1568576

File Description	Document
Upload any additional information	[View Document](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View Document](#)
Audited statements of accounts	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college is State Government managed and funded institution. Most of the physical infrastructure (Building, Ground, Electric Fittings) is provided and maintained by the Government agency (PWD). The college strives to procure and maintain other physical, academic and support facilities at its own.

The available articles and equipments are issued to its various departments and they take care of them. Whenever there is any demand from the departments regarding repairing and maintenance or replenishment, college administration provides needed assistance.

There is complete flexibility in using common facilities by any of the departments in spite of it being under any specified department. This process ascertains maximum utilization of resources for the benefit of the students and other college staff.

The facilities in the library are managed by the librarian while Sport facilities are looked after by the Sports Officer. The place their demand before the college administration headed by the principal. Their demands are discussed in the meetings with the concerned committees, and as per the decisions taken in the meetings, action is taken for new purchases or for maintenance.

Recently, Second Floor of the main building in 2017-18, and a New Block (Eight large classrooms in 2019-20, two in 2020-21, have been constructed and furnished with fans, furniture and board and other necessary amenities. There are two toilets – one on the Ground and the other on the Second Floor – in the new block.

The campus is monitored through CC Cameras and there are Fire Extinguishers placed on all the crucial places on in the whole campus.

File Description	Document
Upload any additional information	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 72.06

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2112	2225	2115	2235	2148

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the

following

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Response: C. 2 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 0

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Upload any additional information	
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	
Details of student grievances including sexual harassment and ragging cases	

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.47

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
14	3	2	0	0

File Description	Document
Upload any additional information	
Self attested list of students placed	
Details of student placement during the last five years (Data Template)	

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 121.3

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 934

File Description	Document
Upload supporting data for student/alumni	
Details of student progression to higher education (Data Template)	

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 100

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations,** *etc.***)) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
14	8	4	3	2

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
14	8	4	3	2

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 28

5.3.1.1 **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
1	9	13	3	2

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)

Response:

The college gives students due representation in several of its committees and bodies.

There is provision of Students' Council. It was formed in the sessions 2016-17 and 2017-18 on the basis of direct elections by the Electoral Roll of the regular and eligible students. It is matter of pride for the college that all the 04 Office Bearers and all the 32 Class Representatives were elected unopposed in the Session 2015-16. It could become possible only due to harmony and good coordination among the students and also between college staff and the students.

The students have their representation in various bodies of the college such as Amalgamated Fund Committee, Cultural Committees, and Sports Committee, Library Committee, IQAC Cell. The volunteers in NSS and Cadets in NCC and Youth Red Cross are designated as Group/Unit Leaders and they are assigned the jobs of leading the group/unit. It is unfortunate that during the pandemic all such activities came to halt and there was no physical presence of the students in the institution. However, various activities were conducted for the awareness of the local people.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 40.2

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	50	52	51	48

File Description	Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

There has been an Association of the Alumni since 2004 but it was not registered and casual meetings used to be held in the past. This year the college applied to The Registrar, Firms and Societies, Govt. of Chhattisgarh for the formal registration. It has now been registered (Reg. No. 122202197195; Rig. Date -15-07-2021). After the registration, a formal meeting was called and held on 24th of August, 2021 and there was formal constitution of the Alumni Association. The President, Shri Chandra Prakash Vajpayee, Former Member of legislative Assembly, Chhattisgarh and the Secretary, Dr. Sanjay Kumar Tiwari, Asst. Professor of Political Science were designated. Due to Covid-19, only a few (10) members could attend it. In future regular meetings will be held and the experience and expertise of the members will be harnessed for the benefit of the Institution. The college feels pride in sharing the fact that thousands of its alumni are or have been on various prestigious posts.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Vision: The Vision of the College is to uplift the academic standards of the youths by imparting higher education, instilling the qualities of compassion, competence and confidence in them and thus prepare them to serve the Nation and the society they move in.

Mission: The sole mission of the College is to serve the youth by providing them with easy and financially accessible access to higher education and enable them to be fairly competent and competitive in the fields they enter. The college strives towards intellectual, moral and cultural development of the students inculcating moral values, discipline and dedication to work into them.

Moving on the path of fulfilling its vision and mission, the college admits, without any discrimination and inhibition, the socially and economically and educationally disadvantaged students hailing from rural as well as urban pockets and works for bringing betterment in their life orienting the students towards their social responsibilities through various co-curricular and extra-curricular forums such as N.C.C., N.S.S., Sports, YRC, and the like. The mission to provide to all, irrespective of caste, creed, religion or social and economic status, easy and financially accessible access to higher education defines the distinctive characteristics of the Institution.

The data of the students enrolled during the last five years clearly reflect that the institution is working towards achieving its mission. There are approximately 44% female students, and out of total girls and boys, 88 % students belong to socially, educationally, and economically backward classes. The institution is fulfilling the educational needs of these students.

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

The College is State Government Institute managed by Department of Higher Education, Govt. of Chhattisgarh. The Department regularly reviews and circulates its policies and plans for ensuring quality in Higher Education which all the Colleges have to follow and implement. It is continuously striving to bring qualitative and quantitative change in Higher Education of the State. The college is a tool to implement and extend these policies and plans.

The Principal, as the head of the Institution, bears the responsibility for both the academic and administrative functioning of the College. The Principal conveys and circulates all the necessary information received from the Department of Higher Education and forms committees to implement them. She ensures that all the provisions, rules and regulations of the Department and the University are observed and implemented effectively at institutional level. She also convenes meetings of various Committees and

monitors the functioning of the committees.

The Principal constitutes different Committees involving teaching and non-teaching staff which play an important role in the planning and implementation of activities in different spheres of institutional functioning. The committees and the faculty members take active participation in undertaking and implementing the assigned jobs and programmes.

•   The Departments manage their departmental work with the cooperation and assistance of their faculty members and the staff.

•   Various Committees coordinate and conduct related activities and events in the college.

•   The Professor-in-charge for the units of curricular and extracurricular activities are appointed and they independently work for the proper functioning of their respective units.

•   The administration is thus decentralized for all curricular and extracurricular activities. The Principal plays the role of patron and mentor.

The college has a staff council represented by the heads of the departments, faculty members and the Principal as mentor. The council regularly meets and discusses issues concerning the management of academic as well as administrative matters. Public Participation Committee (Janbhagidari Samiti), the Principal, and senior faculty members play important role in devising and implementing developmental schemes. Financial assistance is also provided by and through the Janbhagidari Samiti and the funds, so raised, are used in distributing salary to the guest lecturers, infrastructure improvement and maintenance, repairs etc. The innovative ideas, opinions and suggestions from the faculty members, staff and students are appreciated and given due consideration in the decision making process.

File Description	Document
Upload any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The college is the only Co-ed Multi-faculty Government College of the district and shares the responsibility of fulfilling the needs of the seekers of Higher Education from the city as well as from the surrounding rural areas. Our policy is to continuously strive for the complete development of the students coming from varied strata of the society concentrating on academic excellence, personality development and social orientation. All the seekers of higher education are embraced following the reservation policy and observing the government and university rules. Proper and timely steps are taken to ensure quality in various fields of curricular, cocurricular and extra-curricular activities and they are conducted according to the time frame of the academic calendar of the department.

The college had submitted its proposal to the Department of Higher Education for the construction of classrooms on the second floor and a new block, sothat growing need of the students may be met . The Department accepted the proposal. A new block with ten classrooms and second floor of the main building have been constructed.

The proposal to increase number of posts in all the PG and Science Department has also been submitted to the Department. If more posts are sanctioned, PG classes in Science Faculty and some new courses may be opened. The is planning to open M.Sc. in Mathematics, Zoology and Botany.

In the present set up, the college is facing problem in accommodating the rapidly growing number of students in nearly all the courses. If the proposals are approved, some need based new courses will be started, teaching and learning process will be strengthened and research facilities in the college will be enhanced.

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Being a Government Institution, most of the policies and procedures are framed by the department of Higher Education. They are circulated among all the Govt, Institutions. The Administrative Set up is also framed by the DHE. All the appointments are made centrally by the DHE and the staff -both teaching and non-teaching - are posted and transferred by the Department. The service rules are also made by it for all the Higher Educational Set up in the State.

The Principal heads both the academic and administrative departments of the College and delegates powers and assigns duties to the Heads of all the Departments who, in turn, discharge their academic and the administrative duties for the smooth functioning of their respective departments. The teaching staff takes care of the co-curricular and extracurricular activities also.

The Janbhagidari Samiti, which has been constituted as per the orders of the Government, is in charge of mobilizing, allocating and approving the funds by its own efforts and monitoring the progress of the institution. The Janbhagidari Samiti consists of nominees of People's Representatives and of the District Collector. The Elected representative of any Public Body is the Chairperson and the College Principal is the secretary of the Samiti.

The principal adheres to the policies, procedures and rules provided by the Government. It is however the responsibility of her to form internal bodies for various activities of the institution. These bodies meet as and when there arises any need and take decisions in consultation with the principal. During the last five years, no question was ever raised regarding the efficiency of these bodies. The college performed all the activities effectively and on time.

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**

2.**Finance and Accounts**
3.**Student Admission and Support**
4.**Examination**

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
ERP (Enterprise Resource Planning) Document	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

The college implements all the welfare schemes initiated by the Department of Higher Education and The State Government for its employees.

The following schemes are available for both the teaching and non-teaching staff of the college:

- **General Provident Fund (GPF)**

Twelve percent of the teaching and ten percent ofthe of the basic pay of non-teaching staff is deducted for GPF. The staff earns cumulative interest on the deduction. During the service period, one can take advance equal to six months' basic pay from this fund and the advance may be repaid in three years. Employee can take partial withdrawal also for house building, marriage of wards, or to meet out medical expenses. The deducted amount with interest is refunded to the employee at the time of retirement.

- **Group Insurance Scheme (GIS)**

There is provision of Group Insurance for all. A nominal amount from the salary is deducted on monthly basis. This scheme is highly beneficial, especially if there is any casualty. The whole amount is refunded to the employee at the time of superannuation.

- **Reimbursement of Medical Expenses**

The Govt. reimburses the medical expenses to its teaching staff while the non-teaching staff gets a fixed amount added in the salary of each month as medical allowance also.

- **Loan Facilities for Vehicle and House Building**

The Department provides loan facility to its employee for the purchase of house and vehicle.

- **Anukampa Niyukti** (On the sad demise of any employee during service)

If there is any casualty to the employee during the service period, the Govt. provides employment to the wife or son or daughter of the employee.

- **Facility of various Leaves**

The Department has made the provision of various leaves for its employees. These are: Casual Leave, Medical Leave, Earned Leave, Maternity Leave, Study Leave. All the leaves are fully paid leaves.

- The College permits and relieves the faculty and the staff to participate in various courses and training programmes keeping in view the assigned jobs and professional requirements. Duty leave is provided to teachers going for orientation course, refresher course or any other training or faculty development programmes. Government provides reasonable financial assistance also to faculty members on the basis of their nature of work, qualification and designation.
- **Welfare Schemes for Non-Teaching Staff:**
  - **Class-IV employees** can avail the facility of Festival Advance, Advance for Purchasing Grains. **The Uniform is provided to them each year.**

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Upload any additional information	[View Document](#)
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2

6.3.3.1 **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
02	02	03	01	02

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	[View Document](#)
Reports of Academic Staff College or similar centers	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation /

Induction Programmes, Refresher Course, Short Term Course).

Response: 15.97

6.3.4.1 **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
10	03	05	06	0

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	[View Document](#)
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The Performance Appraisal System of the Institution for teaching and non-teaching staff has been devised by the Department of Higher education, Govt. of Chhattisgarh. Annually in the month of April each year, Performance Appraisal Forms are circulated to the staff by the office. The staff members fill the detailed report of the work done by them during the session and submit it along with the enclosures showing active involvement in curricular, co-curricular, extra-curricular activities. to the principal. The forms are then checked and verified by a Committee appointed by the Principal. Principal verifies the details given in the form and endorses her own comments making it clear whether the details are approved or not. The confidential report based on verified factual data is prepared by the Principal. The commented and endorsed report along with forms is sent to the Commissioner of the higher education department. The commissioner also makes comments and forwards it to the Secretary, Higher Education.

Excellent, Very Good, Good, Average and Bad are the Grades given to the staff as per the criterion fixed for appraisal. The adverse remarks are communicated to the employees by the Department and explanation is sought to clarify and chance is given to improve. Poor performance affects the promotion and placement in higher pay grades while Excellent Grade is given due weight age in promotion. This is the process for the Principal also.

The college has also started taking feedback from the students regarding performance of individual teachers on various aspects. The Feedback Committee collects the data and prepares the report on the individual teacher giving necessary recommendations which are finally forwarded to the Principal for

necessary action.

The performance appraisal of non-teaching (Class-III and Class-IV) are handled by the principal and the Additional Director, Higher Education. The process of appraisal is the same for them also. The promotions in the department are made considering the Performance Appraisal Report.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The financial audit is regularly conducted by the college. A CA has been contracted for carrying out the audit of the funds received under Jan Bhagidari and Sel-financing Courses running in the college. At the end of the financial year, the book of account is handed over to the CA. The audited report is shared with the principal. This is done every year.

The funds received from the Government are audited by an Audit Team from the department of Higher Education, Government of Chhattisgarh. But the team audits the accounts at the interval of three – four years. The objections, if any, are shared with the Head of the Institution and clarification is sought. On receiving convincing and satisfactory answer, the objections are removed. The accounts are audited by the Office of the Accountant General, Government of Chhattisgarh.

There is no provision of Internal Audit. The principal may ask any of the faculty members, preferably from the Department of Commerce to check the accounts.

File Description	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<u>View Document</u>
Any additional information	<u>View Document</u>
Annual statements of accounts	<u>View Document</u>

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Mobilization Of Funds

The Department of Higher Education of the state Government is the major source of funding. The RUSA is the second largest source of funds.

The college generates funds from various Fees such as Janbhagidari Fee and of Self-financed Courses Fee.

The college spends and meets out the expenses from the grants received from the above sources and so the problem of deficit does not arise.

Sources

1. Janbhagidari
2. Self-finance
3. RUSA
4. State Government

The Institution has to rely on the above four sources. It however approaches the Jan Pratinidhis for Donations and Contributions. In the last five years no donation has been received.

Utilization of Resources

The college maintains the record of all the funds received during the financial year and meets out the various expenses fixing the priority. The Govt. funds are utilized under the same head they are meant for. The RUSA funds are also spent according the allocation. The college has flexibility in spending the funds under Jan Bhagidari and Self-finance. These funds are utilized under both the recurring and developmental

works. However, the Principal has to seek approval from the concerned committees. The detailed audited report specifying the receipts and payments has been given in Criterion-4.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

IQAC Meetings

The IQAC Cell of the College was constituted on 15th July, 2017 and 27July, 2019 as per the guidelines of the NAAC and has been continuously updated since its inception.

During the last five sessions, twenty meetings of the Cell have been held- four in each academic session. The details of the meeting have been given in the specified Template.

Various issues related to the development of the institution and improvement in the infrastructure and deliver of the curriculum were raised in these meetings and they were elaborately discussed and suggestions were given by the members.

Whatever suggestions were given by the members of the IQAC, were shared with the Principal. The principal took the needed action on the suggestions and there is considerable improvement in the functioning of the institution.

Feedback:

The IQAC initiated Feedback System way back in 2016-17 and has carried it out. The reports of Feedback obtained from the Stake holders- Students, Teachers, and Alumni – were prepared and submitted to the Principal for necessary action.

Capacity Building Programmes:

The IQAC Cell conducted Computer Training Programmes for teaching and non-teaching staff. There were six programmes from 2016 to 2020. Institutional Level One Day Workshop on Challenges Before Higher Education and the other on Online Teaching during the Covid Period were organized by the IQAC Cell.

During the Covid Period three Webinars were organized by the Cell. One by the Cell and two in association with the other Departments – Political Science and English of the College. Two of them were International.

Mentoring:

The Cell played the role of Mentor for four colleges of the Division to guide them in the process of going for NAAC Accreditation and conducted three meetings and one visit.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

REVIEWS ITS TEACHING LEARNING PROCESS:

The Institution has a process of reviewing and assessing the teaching learning process. The faculty members, head of the department and the head of the institution review the teaching and learning process at their own level. The teaching diaries are maintained to record the teaching work. The Internal Tests, practical and seminars provide opportunity to assess and review the learning process of the learners.

STRUCTURES & METHODOLOGIES OF OPERATIONS

The process of teaching is done by means of teaching diaries of the faculty. The faculty members make plans of the teaching and accordingly conduct the classes. The record of each month is reviewed by the head of the department and the principal in the first week of the next month. The instructions are given to the concerned teacher if the need if felt.

The feedback taken from the students, teachers and alumni also helps in improving the process. during personal interactions. No external review of the academic provisions is taken.

LEARNING OUTCOMES AT PERIODIC INTERVALS

There is no specified mode of evaluating the programme or the course specific outcome. However, the results of the programmes and courses are assessed and published in the college bulletin.

INCREMENTAL IMPROVEMENT IN VARIOUS ACTIVITIES

1. **First Cycle**

After the First Cycle, the College started PGDCA, Computer Science and Microbiology in B.Sc. The College provided 03 LCD Projectors, 02 OHPs, 01 Slide Projector, and computers to all the departments. A computer lab was established housing 30 computers. The extension activities have been increased. The publication of the college magazine has been restarted. The canteen facility is available to the students in the campus. A playground big enough to host all the field games, a hall for indoor games, a covered courtyard and a well-equipped gym have been built up. Five computers, reprography facility and a reading hall, the INFLIBNET N-LIST facility have been provided to the library. Payments to the staff, the scholarships and the admission process to the students have been computerized. The Grievance Redressal Cells are operational.

1. **Second Cycle**

After the Second Cycle, the college has enhanced its IT Infrastructure. Two Smart Classes have been establishedand one more Computer Lab has been added. The Alumni Association has been formed registered. Group Medical Insurance has been started for the students and Sports, Cultural and other Extra-curricular activities have been increased. IQAC is functioning properly and maintains records. Partial automation of the library has been completed.

File Description	Document
Paste link for additional information	[View Document](#)

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	[View Document](#)
Upload details of Quality assurance initiatives of the institution	[View Document](#)
Upload any additional information	[View Document](#)
Paste web link of Annual reports of Institution	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

of it in every activity and functioning of the college. There are provisions by the Department of Higher Education for the girls. They are given exemption in Govt. Fee to promote literacy among the girls in a state where their education was not given any priority. There is 30% reservation of seats for the admissions in any stream and class.

The college at its own level adheres to these provisions and ascertains proper implementation and execution of all the provisions. The girls are given equal opportunities in all the activities conducted in the college. There are provision of Common Rooms for Girls and Automated Machine for dispensing Sanitary Pads in a secure and separate Cabin.

CC Cameras have been installed in the whole campus for monitoring and security purpose. This helps in closely observing the activities in the campus.

The result of the efforts of the college administration is that there have been approximately 45% enrollments of the girls in the college, in the last five academic sessions in spite of the facts that there are two exclusive multi faculty Girls Colleges in the city itself . All the special needs of the female students and the employees are given due attention and care and facilities have been provided to them in the institution.

(The exact data has been given in 7.3.1)

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation

5. **Use of LED bulbs/ power efficient equipment**

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	[View Document](#)
Any other relevant information	[View Document](#)
Any other relevant information	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

1. **Solid waste management**

There is adequate provision of managing the solid waste. The common solid waste found in the campus includes wrappers, glass, metals, paper, plastics, old newspapers and used papers. These are first disposed of in small bins inside the rooms, departments and internal campus area. Then it is collected in larger bins and carried to the Collecting Bins of the Municipality and then it is transported to the recycling plants.

1. **Liquid waste management**

The water waste from the labs is channelized into the pits. There is appropriate drainage system to manage the other wastewater emanating from the washrooms and taps. The liquid chemical waste is taken proper care by the Chemistry Department. It is properly stored and sent to the agency which deals in Chemical Waste.

1. **Biomedical waste management**
2.
3. **E-waste management**

There is very little generation of Biomedical and E-waste. It is collected and kept in the campus with

proper care and at intervals handed over to the concerned agencies. Persons. Open disposal of these materials is completely restricted.

1. Waste recycling system

The college does not have the wastes in such a large quantity that it may need any recycling system.

1. Hazardous chemicals and radioactive waste management

No hazardous or radioactive waste is generated/ emanates in the campus.

File Description	Document
Any other relevant information	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Response: C. 2 of the above

File Description	Document
Any other relevant documents	[View Document](#)

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any

awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: C. 2 of the above

File Description	Document
Any other relevant information	[View Document]

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document]
Geotagged photographs / videos of the facilities	[View Document]
Any other relevant information	[View Document]
Link for any other relevant information	[View Document]

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The Institution is a multi-faculty coeducational college and admits students who come from diverse backgrounds. There nearly 45% girl students. They belong to rural as well as urban locality. There is social, economic, cultural, communal and linguistic diversity among the admitted students.

The institute treats them all equally and encourages them to be a part of all the activities. The students also behave in the same manner without showing any reservation for any student. Their interaction and

participation in the activities bring them closer to each other. They cooperate and work like a unit. The unique feature of the institution is that there has ever been any dispute in the campus among students or employees on the basis of the different backgrounds in the last five years. Earlier also only a few have been reported and those were resolved amicably in the campus itself. This is in itself a proof of the fact that there is complete harmony in the campus despite such a large diversity.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The Institution conducts programmes for sensitization of the students and the employees towards moral and social values, their rights and duties. There is provision of a paper for all the under -graduate students in their syllabus under Foundation Course. The paper titled "Environmental Studies and Human Rights" is base of instilling in the students sensitized feelings towards observing and following the ethical and moral values in their behaviour. Moreover, the lectures during the programmes cover these topics and make the students and the employees aware of values and rights and duties. The Postgraduate Courses also have topics related to moral values, rights and duties. The faculty members, while interacting with the students, also talk about them.

There are regular celebrations of national and international days of importance. The talks and discourses of all these programmes centre on values, rights and duties of us all.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. **Annual awareness programmes on Code of Conduct are organized**

Response: B. 3 of the above

File Description	Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

This is the character of the Institution to celebrate the Days of National Importance with great enthusiasm. The Republic Day and the Independence day are celebrated by the staff members , students and the Units of NSS, NCC, and the Sports Department.

The Teachers' day is celebrated by the students of the classes in their respective class and the whole seems as if there is any personal ceremony.

 Gandhi Jayanti, Nehru Jayanti, Swami Vivekanand Jayanti and Vashant Panchmi are other occasions which are celebrated in the Institution each year. The students and the staff participate in these celebrations and show a sense of pride and gratitude towards the great leaders who struggled and sacrificed their comfort and life.

The International Yoga Day, National Integration Day, Population Day, NSS and NCC Day are all celebrated in the campus. The reports and photographs of these celebrations have been given in the templates and uploaded documents at the page of Extension Activities.

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practices

1. **Community Service**
2. **Harmony and Congeniality in the Campus**

1. **COMMUNITY SERVICE**

1. **Title of the Practice: Community Service**

1. **Objective of the Practice**

The aim and objective of the institution is to provide the knowledge of the subjects and programmes to the learners. Along with the mental development of the students, it is also required to generate in them the feelings and emotions to understand the values and meaning of life. If they come to know meaning of life, they can behave like a true human being and serve thesociety and humanity The institution is striving to achieve this goal to justify its existence by providing worthy citizens to the nation and society. The institution is giving priority to development virtues of compassion and cooperation which will prepare them to discharge their social responsibility. The allied traits of tolerance and submissiveness will also merge in them. The college has givenpriority to this practice and is endeavoring to enhance and enrich the extension and outreach programmes through its units of NSS, NCC, YRC and engaging the students from the departments.

1. **The Context**

The college is situated in the city of Bilaspur but, except the front, it is surrounded by slums and Bastis of marginalized people. Most of the residents are ignorant people and indulge in evil practices. Earlier, there used to be groups of youths sitting in the campus drinking, smoking and gambling. As Chhattisgarh is a state where most of the population belong to Scheduled Tribes, Scheduled Caste and backward class, the students seeking admission in the college come from this background. The college came to know about the illiteracy and ignorance of the people in villages. So, it became a prime duty of the Institution to take up the matter and contribute as much as possible by conducting awareness programmes in these areas. It was also implied that these programmes will develop a sense of social responsibility among those who will be part of these activities.

1. **The Practice**

With the context above various community service programmes were conducted in the city, neighbouring slums and hamlets, adopted village and the Campus. The programmes included Health and Hygiene- Drug Abuse, Swachchhta, Voter Awareness Programmes under SVEEP of the Central Government, Nutrition, Diseases like Polio, TB, AIDS and Corona, Literacy, Environmental Issues, Road safety awareness, Gender Equity, Observing various Days of Importance, and Social Evils.

The volunteers under the guidance of Programme Officers assembled and carried out activities as directed. One Day and Seven Day camps were organized. The students and the accompanying faculty members interacted with the local people of the visited area, listened to them and collected the information of the issues and guided as was possible.

All the programmes were conducted through Rallies, Street Plays, Discourses, Shramdaan,

Distribution of Pamphlets and Handouts, masks and sanitizer during Pandemic Unity Run and such other activities.

1. **Evidence of Success**

The evidence of success for the activities conducted is very hard to be produced in concrete form as there is no such mechanism of measuring the success stories. It is however stated here that the College campus which used to be covered with the empty wine bottles,glasses, empty viles and syringes, torn playing cards. Butts of cigarettes etc. earlier each morning, is now found mostly clean. It is not the claim of the college that all such activities have stopped, but, certainly the campus remains clean and rare activities of gatherings are found in the evenings at the campus. This is all due to the efforts and awareness campaigns of the volunteers. The villages which were visited and programmes were conducted would certainly have got fruitful information from the volunteers. One thing could be seen that people who did not wear masks were wearing at the time of second visits. The district administration, pleased with the services rendered to the community, appreciated the efforts of the college on various occasions and honored with Letters of appreciation.

1. **Problems Encountered and Resources Required**

It is not easy to convince and convert the people, particularly the illiterate and ignorant. They seemed inclined to their old practices. The volunteers had limited financial resources to meet out the expenses of various programmes. The whole process of the programmes was conducted only with the determination and dedication of the units.

1. **HARMONY AND CONGENIALITY IN THE CAMPUS**

1. **Title of the Practice: Harmony and Congeniality in the Campus**

2. **Objective of the Practice**

The primary purpose of education is to inculcate moral and ethical values, along with the knowledge of the subject, among the learners. The institution is striving to achieve this goal to justify its existence and provide worthy citizens to the nation and society. The institution is concentrating on the personality development of the students so that they should be made to understand the meaning and utility of being congenial, sympathetic, tolerant and submissive. The college has given highest priority to this practice and is endeavoring to follow and maintain the prevalent trend of complete harmony in the campus.

3. **The Context**

This is an Arts and Commerce College, though Science subjects at UG Level have also been introduced. Earlier, it was very difficult to maintain discipline in the campus and there were frequent cases of undesirable disputes. This forced the college administration to address this bitter issue. The college administration, with the help of staff and alumni, developed a mechanism to remain in constant touch with the students on personal level and brought the disputing issues into the knowledge of the Head of the Institution and he, on his part, at once took cognizance and resolved it amicably. This exercise slowly

developed into a constant practice.

4.   The Practice

The Principal forms committees to take up various issues related to the students. The students approach the committee heads and put their problems before it and they instantly try to address the issue and try to resolve at their own level in the best possible manner. If the matter is beyond the power and jurisdiction of the college administration, the college forwards the grievance to the concerned office and the students are properly intimated and guided to approach the concerned authorities containing themselves in complete discipline.

Sometimes, it happens that the problems may not be instantly resolved but proper guidance leads the students to show patience and tolerance.

The students have faith in and freedom to access the principal or the committees and there is smooth communication.

5.   Evidence of Success

- Smooth and proper communication between the students and the administration has made it possible that **in the last ten years no cases of ragging, harassment of girls, group rivalry among students or any undesirable incident in the premises has been reported**.
- The direct elections for the students union in the session 2015-16 are the documented proof of this practice. **The whole process was completed in very congenial manner without any incident of dispute or violence.**
- Above all, **all the Four Office Bearers and Thirty Two Class Representatives were elected unopposed in spite of the process being "Direct Elections"** and this became possible only because of harmony and congeniality among the students and the staff.
- In the following years, 2016-17 and 2017-18 also, the direct elections were conducted smoothly without any dispute or rivalry among the contestants. In these elections most of the CRs were elected unopposed unanimously.
- The college administration hopes to maintain this in future.

6.   Problems Encountered and Resources Required

It is not always possible for the college administration to fulfil each and every demand of the students as the institution has limited resources and powers. The policy matters are resolved at higher level of the Department. Sometimes, financial crunch also becomes a hurdle in solving or fulfilling the demands. On such occasions, the only way left for the administration is to address and communicate with the students in congenial and tolerant manner and to convince them becomes the greatest challenge. The administration has, however, so far succeeded in maintaining the peace and harmony in the Campus.

File Description	Document
Link for Best practices in the Institutional web site	[View Document]

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Portray the performance of the Institution in one area distinctive to its priority and thrust

The Institution itself bears a distinctive feature as it is **the only Government Multi-faculty Co-Ed college in the city.** There are two exclusive multi-faculty Girls' colleges in the city. However, approximately 44 percent of the students admitted in the college in the last five years are girls. Similar enrollment was in the earlier years also.

The mission and priority of the Institution is to focus on the mental development and orientation of the students towards their social responsibilities. Institution feels pride in asserting that it is catering to the educational needs of the students who belong mostly to the category which remained deprived and backward for centuries. If we analyse the data of the students admitted in the Institution in the last five years, it becomes obvious and asserts the point.

The Year-wise classification is as given here-under:

2016 – 17

The number of students admitted in the Institution : 3067

Boys : 1719 (56 %)

Girls : 1348 (44 %)

Students belonging to General Category : 422   (13.75 %)

Students belonging to SC,ST,OBC : 2643 (86.25 %)

2017 – 18

The number of students admitted in the Institution : 2951

Boys : 1625 (55 %)

Girls : 1326 (45 %)

Students belonging to General Category : 371   (12.57 %)

Students belonging to SC,ST,OBC : 2570 (87.43 %)

The number of students admitted in the Institution   : 2898

Boys   : 1609 (55 %)

Girls   : 1289 (45 %)

Students belonging to General Category   : 322   (11.10 %)

Students belonging to SC,ST,OBC   : 2576 (88.90 %)

2019 - 2020

The number of students admitted in the Institution   : 3088

Boys   : 1758 (56 %)

Girls   : 1330 (44 %)

Students belonging to General Category   : 326   (10.50 %)

Students belonging to SC,ST,OBC   : 2762 (89.50 %)

2020 - 2021

The number of students admitted in the Institution   : 3040

Boys   : 1739 (57 %)

Girls   : 1301 (43 %)

Students belonging to General Category   : 344   (11.30 %)

Students belonging to SC,ST,OBC   : 2696 (88.70 %)

The above data shows that the college is fulfilling educational need of the students who belong to poor and backward class. Most of the students come from rural background. Thus, college has a greater responsibility and priority also to make them feel a sense of support and feeling of self -respect by providing them good education and make them worthy citizens sothat they may serve not only their families but also the society and the Nation.

The examination results of the last five years show that the educational needs of the students are taken care of properly and efficiently. The average result of the final year students in the last five years has been

92.85. This is only due to the joint efforts of both the teachers and the students.

The students are encouraged to participate in various extra-curricular activities. When they are involved in the acts of social work, particularly in the rural and slum areas of the city, they interact with the people, young and old, male and female, through these activities. They inspire and encourage the community to adopt various social values and to give up social evils. The awareness programmes, such, as Health Hygiene, Drug Abuses, Importance and benefit of cleanliness and above all virtues of compassion and kindness, and various Schemes of the Government for them are conducted in the neighbourhood.

The programmes related to Environmental Awareness are also carried out and the villagers are encouraged to plant as much trees as possible.

The learning through classroom teaching and social interaction go hand -in hand I this way. The feelings of cooperation and compassion are developed in them through experiential and experimental activities. Along with their educational certificates, they leave the Institution with mental and social wisdom. The Institution feels pride in discharging its duty towards the society and the Nation.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

FUTURE PLANS:

- Efforts to introduce more Job Oriented Courses.
- Large Central Computer lab with Internet facility.
- Creation of Smart Classrooms.
- Up gradation of present English language Lab to Computer Assisted Language Lab
- Acquisition of modern means of teaching.
- Library Automation and creation of larger Internal Browsing Lounge.
- Strengthening of Internal Assessment Process.
- Indoor Hall for Indoor games and Auditorium for Cultural Activities.
- Up gradation of the Play Ground up to National Level for Hockey or Football.

Concluding Remarks :

The College has the potential to excel in all the activities and has been striving to progress in all the fields. The background of the students, insufficient and transferable faculty posts and the meagre resources prove to be great hurdles on the path of progress. However, all the activities are conducted in the Institution. The numbers in data template do not reflect the efforts of the Institution and the students. There are no well developed mechanism to present the accurate number of students who have been placed or sought admission for higher studies or qualified in competitive examinations. Similarly, it is also worth to be mentioned that being a Government Institution, most of the policies and plans are made by the Government and college implements them. Fund for maintenance and development are also provided by the Government. The postings and recruitments are in Govt, control. Moreover, due to physical absence of the students and staff during the lockdowns and restricted working, many of the activities of the college remained suspended. It is expected that these factors will be taken into consideration while assessing the Institution.