

DRAFT REPORT
ON
INSTITUTIONAL ACCREDITATION
OF

**Government P. G. Arts &
Commerce College
Bilaspur, Chattisgarh**

6th - 7th October '04.
Visit dates: ~~10th - 11th September '04~~

National Assessment and Accreditation Council
Bangalore

***Report of the Peer Team on
Institutional Accreditation of
Government P.G. Arts and Commerce College, Bilaspur***

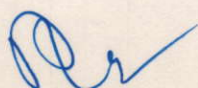
Section I

Preface

Government P.G. Arts and Commerce College of Bilaspur is an affiliated Govt. college under Guru Ghasidas University, Bilaspur (Chhattisgarh). The college was originally established as S.B.R. College in 1944. It came under 2f and 12B of the UGC in the years 1991 and 1994 respectively. The college is located in the urban area of Bilaspur township and was started by Mr. Rameswarlal Bajaj who gave an initial donation of Rs. 1 Lakh and Mr. Sudharam Sao who donated the campus land and a village. The objective of setting of the college was to provide higher education to then traditionally backward and business oriented communities of the city and the colonies of the then S.E. Railways at Bilaspur where people from different parts of India used to live. In 1972 the State Government took over this institution and named it as Government Arts and Commerce College separating and shifting the entire science faculty to a new site. Since then it has been run on Government funding. To meet the demand of the people of the local area, some science subjects were reopened afterwards in the college in the year 1990. The total campus area of this college is six acres. The college has necessary space in terms of buildings and other infrastructure facilities.

The college offers B.A., B.Sc. and B.Com. courses at the UG level and M.A. and M.Com. at the PG level. It has altogether sixteen departments; eight with PG programme. Education is imparted in the college as per the syllabus framed by the university. Admission in different courses is given as per the guidelines of the state government and the university. At present the college has 1562 students both at UG and PG levels.

Government P.G. Arts and Commerce College has faculty strength of thirty five teachers (sixteen male and nineteen female). In addition, there are two temporary teachers. Among the permanent teaching staff, twenty six have Ph.D., five M.Phil. and four P.G. Degrees. There are nine non teaching staff members in the college, out of which five are administrative staff and four technical staff.



The college volunteered to be assessed by the National Assessment and Accreditation Council (NAAC), Bangalore and submitted its self-appraisal report in December 2003. The NAAC constituted a Peer Team to visit the college and to validate the self-appraisal report. The Peer Team comprised Prof. Vinod P. Saxena, Formerly Vice Chancellor of Jiwaji University, Gwalior, Madhya Pradesh, as the Chairperson, Prof. S. Moharana, Department of Commerce, Utkal University, Bhubneswar, Orissa, as the Member- Coordinator and Prof. Guru Prasad Chattopadhyay, Department of Geography, Visva-Bharti, Santiniketan, West Bengal as the Member. The Peer Team visited the college on the 6th and 7th October 2004. During the visit the team members went through all the documents, visited the departments and the facilities, and interacted with the various constituents of the college. The academic, curricular, sports and extension facilities were examined thoroughly. The peer team interacted with members of the Jan Bhagidari Samiti of the college, the Principal, the faculty staff, students, parents and alumni of the college. Based on the above exercise and keeping in mind the seven criteria identified by NACC, the peer team made a careful and detail assessment of Government P.G. Arts and Commerce College, the report of which is presented below:

Section II: Criterion-wise Analysis

Criterion I: Curricular Aspect

The Govt. P.G. Arts and Commerce College is affiliated to Guru Ghasidas University, Bilaspur and follows the syllabus prescribed by the parent university for Arts, Commerce and Science faculties. At present, the college offers 11 Programmes; 3 UG Programmes and 8 PG Programmes. Within the broad curriculum, the UG programmes allow limited flexibility to the students with regard to horizontal mobility and elective options.

In addition to the regular courses, the college has introduced few vocational / job oriented courses like B. Sc. (Microbiology) B.Sc. (Computer Science), M. A. (Geography) and vocational course in Functional English.

The University has adopted the UGC model curriculum for different programmes. The P.G. Courses are reviewed every year by the university. Laboratory work in science subjects and field works and project assignments in related subjects have been introduced to make the programmes more effective. New programmes are offered after getting the approval of the Central Board of Studies and the expert committee. It takes 8 to 10 months to introduce new

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programmes in the college. During the last 2 year, the college has introduced the vocational course in Functional English. The college has recently applied to UGC for funds to start Career-oriented courses in the subjects like Information Technology, Biotechnology, Applied Sociology, International Business and E-Commerce.

Some teachers of the college acts as members of Board of Studies and play important role in updating the syllabus and making them more relevant to the needs of the society. A senior teacher of the Political Science department is functioning as Dean, Faculty of Social Sciences of Guru Ghasidas University since 2001-02.

The college has been functioning for a long period of 60 years. It was set up with the objective of providing facilities of higher education to the people of then backward area of Bilaspur. During all these years, the college has been able to offer the different types of educational facilities as per its goal, and objectives. However, with the introduction of the market based economy, the college should consider redesigning the existing courses and offer new short term and long term professional job oriented courses to make the students market fit.

Criterion II: Teaching, Learning and Evaluation

The admission to different UG and PG courses are based on the past academic record of the applicants. The entire process of admission is supervised by the college Admission Committee and is done strictly in accordance with the policy of reservation of the Govt. of Chhattisgarh.

There is no provision for assessing student's knowledge and skills for a particular programmes after admission. The college does not conduct any bridge or remedial classes for the weaker students. However in tutorial classes, special care is taken to solve the problems of the students. Recently the college has applied to UGC for funds to conduct remedial classes for weaker part of the students.

Class room lecture is the most popular method of teaching in the college. Apart from class room teaching, project assignments, seminars and field works are organized to make the teaching learning process more effective. In some departments the teachers are using OHP in class room teaching. The English Department is in the process of setting up a language laboratory for vocational course in Functional English up to degree level. Other departments

like Geography, Physics etc. also have their laboratories which are used by the students as a part of their course work.

The temporal plan of the Academic work of the college is based on annual system and the syllabus is unitized. All the valuation works are done centrally as per the guidelines of the university. The university does the selection of paper setters and examiners. There is a facility for double evaluation, revaluation and retotalling as per the rules of the university. The college conducts model examination tests before annual examination and internal tests on the completion of the units in the syllabi. Some departments like Political Science and Public Administration conduct monthly written tests. Group Discussions, Seminars and Project Works are also assigned to the students as a part of evaluation process. From 2004-05 the Govt. of Chattisgarh has issued a circular directing all the educational institutions in the state to conduct quarterly and half yearly tests.

The college has 35 permanent teachers, out of which 26 have Ph.Ds, 05 have M. Phil., and four have P.G. qualification. The Govt. of Chhattisgarh as per the Govt. rules and procedures recruits the teachers. Teachers on average spend 4 hours every day on class room teaching and three hours on other administrative works. During 2002-2003, the college had 180 teaching days and 280 working days. The teachers of the college maintain teaching diary to monitor the completion of the course in time.

The faculty keeps themselves update with the recent developments in their subjects area by conducting and attending refresher and orientation courses. During last 2 years, 16 teachers have attended different seminars, conferences, workshops and out of them four have acted as resource persons.

The college follows the self-appraisal method to evaluate the teachers on teaching, research and work satisfaction. The self-appraisal report, which includes the annual confidential report, is sent to the higher authorities and used mostly for promotion of the teachers to the grade of senior and selection. The college also has mechanism to evaluate the teachers performance by the students.

Criterion III: Research, Consultancy and Extension

The institution is a Post Graduate College which gives emphasis on teaching and has some activities on the research front. Seven departments of the college provide research facilities

for Ph. D. students. Out of the 35 permanent teaching faculties, 26 have Ph.D. qualification. Some senior members of the faculty are engaged in guiding research scholar. Some technical and semi-technical articles and books have been published by the faculty. As per the rules of the state government the college provides study leave to teachers perusing Ph.D. research and academic leave for attending seminars and symposiums.

At present about 10 scholars are working for their Ph.D. under the guidance of the teachers of the college. During the last 5 years, the college has produced five Ph.Ds.

The research activities of the college can get a further boost, if the senior and experienced teachers of the college can offer their consultancy services in the industrial and other social sectors. The college should frame some guidelines to encourage the competent teachers to offer consultancy. This exposure will not only enrich the faculty but also be of immense help to the students. The faculty should also be encouraged to submit suitable research project proposals to various funding agencies like UGC, ICSSR, CSIR, DST etc. for grant of financial assistance.

The college organizes various types of extension activities in the field of community development, health and hygiene development, environment protection, village adoption etc. The NCC and NSS wing of the college looks after the various extension activities. From time to time, the college organizes different campus seminars and rallies and develops contacts with different social organization like Mahila Mandals, Care, Lion's Club, local medical college, Panchayats etc. to encourage the students and teachers to actively participate in different extension activities.

Criterion IV: Infrastructure and Learning Resources

The college is located in a campus of 6 acres of land and has its own building and area is allotted for developing playground. It has twenty one class rooms, administrative office, units of various departments, central library, separate common room for boys and girls, teachers' common room and laboratories in the campus. Computer facility, with four computers (P-IV) and an inkjet printer, is available in the Computer department. The college has also recently constructed a large new building accommodating seven of its teaching departments, administrative office and the Principal's office. The space allotted to the science departments is not adequate. The existing sports infrastructure includes a play ground, covering an area

of 3.5 acres which is yet to be developed. The Sports centre of the college is moderately equipped. The college offers different outdoor and indoor sporting facilities, namely kabady, khokho, badminton, football, volleyball and cricket, table tennis, carom and chess. The various infrastructure facilities of the college are used by the UG and PG students.

The college has a central library housed in a separate building with a total collection of 20075 books and 12 national journals (2003-04). There is neither any open access nor any catalogue system to help the users in a reasonable manner. The records of the library are not computerized and reading room space is also inadequate for the large number of students and teachers of the college. The library does not have the support facilities like internet and inter-library borrowing. However there is a book bank where 4848 number of books are available. It remains open six days a week with time span of 10.30AM to 4.30PM every day. There is a urgent need to enrich the library further with the purchase of more number of relevant books and journals and organize it in appropriate manner.

Among the other infrastructure facilities this college has a cycle stand in the campus for the students and staff members. However, there is no canteen in the college. It should have a full fledged health centre of its own to provide adequate support to the students. The college authority should look into this matter on a very urgent basis. Similarly students' hostels (for boys and girls) should be demanded from the government and UGC.

The college has separate NSS, Red Cross and NCC units which have enriched the overall infrastructure of the institution.

The college does have any centralized computer facilities for use by the staff members and students. No computers are available either in the library or in the teaching departments. In the age of computerization there is a need to extend computer facilities to meet the growing needs of the students, teachers running system of the college office.

The college should think in terms of creating a separate cultural wing which can develop creativeness among the students and enable them to participate in different inter-collegiate cultural competition.

Criterion V: Student Support and Progression

The college publishes regularly its prospectus and syllabi which have been found very helpful to students at the UG and PG levels. It also collects feedbacks from the students

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through questionnaire which is appreciable. These feed backs should be used as abase for formulating and redesigning the various academic and non academic programmes of the college.

The success rate of the students of the college in the various PG and UG examinations of the university is over 80%. The dropout rate is close to 2%. In some subjects the students have secured ranks among the best ten of the university and there are many passed out students of this college who have established themselves in various walks of life. The college has a transparent admission process as the students are admitted here on merit basis.

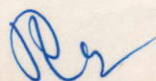
Financial aids are available to SC, ST and OBC students in the form scholarships. In the year 2003-04 a total of 881 (56.4%) students received the benefit of scholarship.

Several teaching aids, available in the college, include an Overhead Projector, a Slide Projector, wall maps and various survey instruments – all available only in the Geography department. The laboratories of the science departments are reasonably well equipped, but the space allotted, are not adequate.

Among the various other support system available to the college students are Red Cross, NCC and NSS are worth mentioning. The Red Cross unit of the college helps students on occasional health check through eye testing and blood group checking. The NCC unit in this college was established in 1975 and has 53 cadets (one platoon). It is headed by an NCC officer of Lieutenant Rank and organizes trekking, adventure camping etc. every year and won the prestigious Prime Minister's award. The NSS unit of this college, established in the 1980s, has two wings and it organizes 10 days camp for the students every year. This also organizes for the students several cultural programmes, film showing, quiz contest etc.

The college does not have any canteen and not so developed health unit to provide required facilities to the students and staff members. These are required urgently to provide required support to the students. There is also a need to provide hostel accommodation to boys and girls coming from distant places.

The college does not have any separate cell for providing career counseling and employment guidance to the deserving students. There has been no importance attached to the need of making the students aware of different type of self employment opportunities available in



and around the locality. No clear data is available as to the number of ex-students who have cleared competitive examinations at the state and national levels.

Some of the past students of the college have been found to have established in both government and private sectors in senior positions. However, the college is yet to develop its linkage with them through the formation of alumni association as no systematic record is available at the college about its alumni. The management of the college should think of using the expertise of the alumni in various types of academic and associated works.

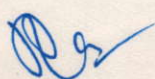
Different clubs such as Debate club, Literary Club, Photography Club, Environmental Awareness club etc. should be formed to boost the total academic energy of the students and develop their all round personality.

Criterion VI: Organisation and Management

The management of the college is in the hands of the state government and the entire organizational work and management is done by this authority under the ministry of education. Being empowered by the state government the college has set up a Janbhagidari Committee which looks after extra-governmental activities including the appropriate use of extra fund collected from the students at a rate of Rs.150/- from each student every year.

The state government provides salary grant to the college on a regular basis. For the 2004-05 financial year the college has received Rs. 1,11,09,000/- towards the salary requirement of the teachers and other staff. The state government also provided a building grant of Rs. 96,00,000/- in the year 2001-02 which has been spent entirely on the construction of the new building of the college which has been completed in 2004. In the Xth Plan the UGC has sanctioned a of Rs. 23,50,000/-, the first installment of which (Rs. 2,40,000/-) has already been made available.

The accounts of the college are audited annually and it has received clearance from the last audit done in March 2004. Through the recently opened self-financing course of Microbiology and



Computer Science. The college has earned Rs. 80,000/- in 2003 and Rs. 50,000/- in 2004 from the self-financing courses.. The funds received from the state government and the UGC are maintained in the accounts opened at Dena Bank and the State Bank of India respectively.

A number of committees, formed by teaching members and presided by the Principal, exists in the college to look after and supervise various academic and additional affairs namely, Routine Committee, Purchase Committee, Janbhagidari Committee, Students' Advisory Committee, Library Committee, Sports Committee, Building Committee etc.

Criterion VII : Healthy Practices

The NSS unit of the college has been playing an active role in organizing various socially useful activities for the students and the public at large. It has developed good rapport with different GOs and NGOs and organized activities for socio-economic development of the villagers living the nearby locality.

The Red Cross Unit of the college also plays a very constructive role in developing healthy atmosphere in the college by organizing time-to-time blood test and eye check of the students.

A majority of students of the college who belongs to the SC, ST and OBC categories are receiving financial aids sanctioned to them by the state government.

Section III

Overall Analysis

On the basis of the Self Study Report, criterion wise analysis and the visit to the institution the Peer Team records the following commendations and recommendations:

Commendations:

- The emotional attachments of the former and present students of the college is clearly visible.
- The college has a well planned building for academic activities which is properly maintained.
- The teaching faculty of the college is well qualified with majority having Ph.D. degree.

- The principal of the college has been able to provide dynamic leadership and maintain proper discipline.
- The entire management of the college administration has been decentralized with the formation of a number of committees in charge of different academic and allied activities.
- The office records of the college including the accounts are properly maintained.
- The college has introduced some job-oriented courses.
- A number of alumni of the college are well placed in different responsible positions in the society.

Recommendations

- The college should initiate steps to introduce more number of market-oriented certificate and diploma courses to attract and sustain the interests of the students and make them market fit. The departments of commerce, economics, computer science and mathematics can jointly offer courses to cater to the increasing manpower need in the field of banking, insurance, non-banking finance, retailing and BPO.
- In view of the lack of autonomy in designing new or restructuring existing courses, the college may think of offering add-on papers to make the course more attractive. The subjects like economics, commerce, mathematics and geography. Practical cases may be introduced to impart more knowledge and skill to the students.
- To make the class room teaching more attractive and effective the teachers should be encouraged to use increasingly use teaching aids like OHP, LCD, computer etc.
- The college teachers should take advantage of the long association of the institution with the local industrial and business houses by undertaking more extension and consultancy assignments.
- Attempts should be made to make the majority of the teachers and students computer literate. For this purpose more number of up-to-date computers with internet facilities be provided to teachers and students of all the departments.

- The college should publish the college magazine annually incorporating the achievements of the teachers, students and all the activities during the calendar year.
- In order to fulfill its social commitment to the large number of tribal and under-privileged sections of the population of the state, the college may set up a Centre for Tribal Studies. The centre can offer short-term certificate courses in different tribal languages and undertake research studies on their various socio-economic problems.

The Peer Team wishes to thank the Principal, the faculty, the non-teaching staff and all others for their excellent cooperation extended to the team during their visit to the college. The Peer Team is of the opinion that this exercise will be useful to the college to initiate quality enhancement strategies toward its further growth and development.

Names of the Members of the Peer Team

1. Prof. Vinod P. Saxena, Chairman
2. Prof. Guru Prasad Chattopadhyay, Member
3. Prof. S. Maharana, Member-Coordinator

Signature

Prof. Vinod P. Saxena
7.10.2004

Prof. Guru Prasad Chattopadhyay
7/10/04

I agree with the Report

Prof. S. Maharana
7.10.2004

Full signature of the Principal

Seal

PRINCIPAL;

**Govt. P.G. Arts & Commerce College
Bilaspur (Chhattisgarh)**

Date: 7th October 2004

