



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**GOVT. ARTS, SCIENCE AND COMMERCE COLLEGE
DHARAMJAIGARH**

KHARSIA ROAD, PIPARMAR CHOWK, DHARAMJAIGARH DIST. RAIGARH

(C.G.)

496116

www.gcdgarh.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

- Government Arts, Science & Commerce College, Dharamjaigarh has gone across a long and difficult journey from a humble DIET building in 2007 to an extensive abundant green campus spread over an area of 10 acres. The Dharamjaigarh town situated on the Banks of The River Mand and charming forest greenery of nature used to be a significant state.
- It is located approximately 70 k.m. away from the district Raigarh, Chhattisgarh. Govt. College Dharamjaigarh was established in 2007 with two rooms in B.T.I. building Dharamjaigarh. Its new building was started in October 2010 with all the faculties of B.A., B.sc. and B.com. Here B.Sc. Math class started in the year 2019. Since Dharamjaigarh is a tribal area therefore 70% of the students are from the Tribal area. Here out of all the strengths, 630 regular students are admitted and 700 students are private.
- Every year students of the college represent the college at the District level, University level, and state-level in Sports, NSS, Cultural programs, etc.
- This is a co-educational college that caters to the needs of students of Dharamjaigarh and nearby rural areas. The college has a very sound and strong infrastructural foundation with an Administrative Block, an Arts Block, a Science Block, a Commerce Block, a Seminar-cum-Conference Hall with ICT tools, a well-furnished Staff Room, and a one-story Library. It has well-equipped Science Labs and a Smart Classroom.
- The college offers quality education and works for the holistic development of rural students. Various committees, clubs, and departments organize a variety of competitions, extension lectures, expert talks, cultural events, the celebration of significant days, etc. Even during lockdown the teachers have been meeting online classes via digital platforms and have been constantly in touch with the students through WhatsApp groups, emails, video-audio calls, etc.

Vision

Our Vision is to create and sustain an institute par excellence dedicated to value-based education that juxtaposes professionalism with humanism, Meeting global challenges is possible with quality education, and to follow an unending mission for the ever-expanding landscape of knowledge

Mission

- To provide quality education and encourage creative exploration making use of Information Communication Technology.
- To empower the youth generation to transform challenges into opportunities.
- To promote and develop balanced, harmonious, law-abiding, and concerned citizens.
- To expand the range of courses/subjects for the students.
- To make students responsible citizens towards the country and society.
- To promote academic excellence and skill development so as to prepare them for the challenges of the outer world.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institution's Strength:

- This college campus is situated in a well WIFI internet connectivity area.
- College Building is situated in the center of the city.
- The distance of the bus stand from the College is only 500 meters which facilitates the students to come environmental pollution-free atmosphere where we live a clean and peaceful environment is available to students.
- The college has its own sound building campus and big playground as enough infrastructure, classrooms, electricity, pure water facility, windows provide ventilated classroom and luminous.
- Ramp and steel wheelchairs are available for Physically Handicapped Students.
- The College Campus is Spread over 10 acres which are surrounded by the boundary wall in which college buildings and sports-ground have been built-up where various sports activities played by students like athletics, Kabaddi, Football, Kho-Kho, Volleyball, and Cricket, etc. facilities are available.
- Vehicle stand shed set-up from MLA fund is available for Students.
- Very strong NSS Unit which participates in the District level Independence and Republic day parades and brings success for the college.
- For the NSS unit students, Rural Camp is organized every year for intellectual and all-around development.
- Online mode of fee deposit and E-governance implemented in the administrative block.
- Girls Sports Campus is started within the 500 meters where our students she beneficial from the playground as well as guidance well-equipped toilet separately for boys and girls and also have a girl's common room.
- We provide a reservations policy for the ST, SC, and the girl's students for admission resulting in 70% of students being girls.
- State and National Scholarship Facility available.
- Pt. Sunderlal Sharma (Open) University Study Coaching Center.
- Existence of various Cells/Committees for overall grooming and development of the students like Counselling Cell to address Psychological issues, Eco Club for generating sensitivity towards environment protection, Quest Committee to inculcate moral and ethical values, 'Women Studies and Development Cell' and 'Prevention of Violence against Women and Sexual Harassment Cell' to address all kinds of issues related to girl students like eve-teasing and sexual harassment and a Grievance Redressal and Antiragging Cell to redress students' grievances.

Institutional Weakness

Institution's Weakness:

- Underground water containing iron ore resulting groundwater is not used as drinking water.
- Dharamjaigarh is the largest rural block of the Raigarh district Students are belong to distant remote

areas and they facing challenges to come to the college due to a shortage of transport facilities for students coming from distant areas.

- The co-curricular activities after lunch break are affected because of the elephant's affected area.
- The college has a shortage of regular teaching staff thus depends upon guest faculty and extension Lecturers.
- Permission to start new courses to be taken from the government, thus limiting the role of college in introducing job-oriented courses.
- There is no facility of Computer Lab- in college, English language Lab and big digital library.
- Students who seek admissions have a rural background with little interpersonal skills leading to a lack of self-confidence and hence exhibiting poor performance during exams and placements.
- Lack of Efficiency in the English language of the students.
- The size of the Auditorium meeting room and the library is smaller according to the number of students.
- No. of Sanction seats of admission are not sufficient.
- Nearest P.G. College is so far from Dharamjaigarh due to this college need to up-gradation for P.G. College.
- Need-based Add-on courses should be open.
- Lack of Girls' hostel, Auditorium, Canteen facility, Staff quarters, Girls Common Room, Common Reading Room, Conference Hall, Garden.
- No permission or approval by the affiliating university to guide Ph.D. and M.Phil students.

Institutional Opportunity

Institution's Opportunities:

- College can be used as the center of the field of Agriculture and forest product.
- Easy opportunity for industrial visits due to proximity to Jindal Power & Steel plant and other many power & Steel plants located in Raigarh district, NTPC in Korba, and open coal mining in Gharghoda and Chhal.
- College can work as a bridge for the collection and distribution of herbal medicine.
- College can help to boost organic farming and natural farming for the development of farmers.
- We can incorporate Add-on short-term courses and workshops should be organized to guide the students. In the field of Coal-Mining, Computer education, fluent English, and Preparation of competition exam (Civil Service) through public – Private mode.
- Opportunity to provide higher education to the less resourceful rural population as the majority of students comes from underprivileged and low-income groups.
- The active role of Alumni in mentoring can be further explored.
- Opportunity to improve efficiency due to automation and computerization of administrative processes.

Institutional Challenge

Institution's Challenges:

- Students are Came From rural backgrounds and it is a challenge to bring them into the mainstream and to make them hesitation tree.

- In the modern ever-changing technical era, ever-changing aptitudes and reducing the interest of the students towards traditional courses like those provided by this college.
- To maintain 100% attendance of students by removing weak financial conditions and difficult geographical areas.
- Due to a shortage of administrative staff, regular teachers have to perform non-teaching work which leaves them with little time for research work and other academic work.
- To promote research programs in the field of the forest of natural resources and coal-mining for a fruitful result.
- Increasing prices and limited grants are a cause of concern.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

- The college is affiliated with Shaheed Nandkumar Patel Vishwavidyalaya, Raigarh (C.G.) and strives to offer curricular diversity within the guidelines of the affiliating university and the Directions of the Department of Higher Education, Chhattisgarh.
- This is one of the few colleges in the Raigarh District that offers maximum subject combinations of electives in UG programs. New UG program B.Sc.-Math Group is introduced in 2019 as per the demand and suggestions of all the stakeholders.
- The broad vision of college regarding academic distinction and the overall personality development of students is manifested in its activities. Academic activities are supplemented with extension activities entwined with Co-curricular activities. The Academic and Activity Calendar is prepared at the start of every academic session and is adhered to in order to bring out the best results.
- The faculty is driven to deliver the curriculum in a comprehensive manner, keeping in view the needs and abilities of slow as well as advanced learners.
- Alumni Meet, Mentor-Mentee meetings provide a comfortable platform to keep connected with all the stakeholders in order to get their feedback as a valuable tool to enhance performance.
- The college has four UG programs. These are B.A., B.Sc. - Bio Group, B.Sc. - Math Group and B.Com.in UG level. For these programs and courses, our college adopts the curriculum approved by the affiliated university. The university follows the model syllabi prescribed by UGC. Under graduation programs, like BA and B.Sc., and B.Com. programs offer elective/optional papers.
- Similarly, a paper on environment and human rights is compulsory at UG first-year level. Many courses cover issues relevant to Gender, Human values, and professional ethics. Project on environmental studies and human rights is compulsory for B.A/B.Com/B.Sc. part-I.
- The structured feedback format is filled by different stakeholders, e.g., students, teachers, alumni, staff, and parents. This feedback is collected, analyzed, and put in front of the Principal to take suitable action as per the requirement.
- Holistic education is the need of society, so the college has one active unit of NSS, for boys and girls together.

Teaching-learning and Evaluation

- The college caters mainly to the students from the local community and the rural areas surrounding

Dharamjaigarh block, though students from neighboring blocks also take admission. On average, approximately 600 students are enrolled in the college every year.

- The college significantly contributes to community development by providing quality education using the latest tools to empower the students; many of them belong to poor socio-economic rural backgrounds. The well-qualified faculty uses a student-centric approach to improve their capabilities.
- Rights from assistance are provided in filling up online admission forms, admission and guidance are offered in the selection of subjects. NSS volunteers are deployed to help candidates, particularly, backward socially and physically challenged candidates.
- The academic activity of the college is strictly based on the academic calendar supplied by the Higher Education Department, Chhattisgarh and Shaheed Nandkumar Patel Vishwavidyalaya, Raigarh (C.G.).
- It covers the program of admission, examinations, internal tests, vacation, student union, and dates of important curricular and extracurricular activities. In addition, the college itself prepares an equivalent schedule according to the dates of Higher Education Department, Chhattisgarh and Shaheed Nandkumar Patel Vishwavidyalaya, Raigarh (C.G.), including a goal of completing a course, practical classes, all curricular, unit test, theory classes, co-curricular and extra-curricular activities.
- Faculties distribute their courses according to the workload of every month. Teaching plans, evaluation processes, and teaching methods are pre-planned for accomplishing program outcomes (POs) and course outcomes (COs). They prepare to teach diary for every month.
- Internal Examination is done in a transparent and fair manner according to university guidelines. The marks of the internal examination are entered on the university portal and the record of the same is also kept in the college. Besides, there are quarterly exams and Unit tests in which every student has to appear in it.
- The faculty made special efforts to set up connections with students during lockdown to keep their morale high and involve them in constructive activities like Poster Making, webinars, Slogan Writing, etc. Teachers also completed the syllabi, online classes on google-meet, attended online orientation and faculty development programs. The Mentors frequently interacted with students regarding their well-being and studies.
- Faculties often use diverse methods like group discussions, quizzes, debates, experiments, etc. to stimulate critical thinking in students and enhance their learning experiences by providing them with modern educational technologies.

Research, Innovations and Extension

- The criteria comprise Research, Innovations, and Social outreach Practices conducted by the college. The college encourages its teachers to take part in research programs throughout the academic session by participating in workshops and sensitization programs to create a research spirit.
- Faculty members publish papers, chapters, and review articles in renowned National and International journals. To enhance the research environment in the college faculties, our institute provides various stimulate and opportunities to organize and participate in National and State level seminars and workshops every year.
- In the present, two of the faculty members are completed their Ph.D. degree and one M.phil degree. Four of the faculty members are engaged in their Ph.D. work at present. All the faculty members feel free to attend the seminar, conference, and workshops any time. Faculty members published their research papers in UGC-approved journals, books, and conference proceedings.
- Social welfare is the primary motto of our college for which several committees have been in place to facilitate the outreach extension activities. NSS Unit, Student Welfare Committee, and Women Empowerment Cell are actively involved in extension activities through which the college provides

community services. Extension activities are regularly organized by colleges under the leadership of NSS. The NSS wing of the college is in good coordination with near about village Panchayat, Nagar Panchayat, and schools.

- In addition to organizing blood donation camps, cleanliness drives environmental and awareness programs, the college has also adopted some villages for community volunteering.

Infrastructure and Learning Resources

- The college has all the necessary but not sufficient infrastructures. The total area of the college is 10 acres and the construction area is 6681.984 square meters. The college has its own campus, in which there is one building. The college has 13 rooms. Out of these, 8 are completely used for classrooms, 05 are for another purpose e.g. labs, IQAC, Office and Seminar hall, Staffroom, Principal's office, etc.
- There are adequate facilities for teaching and learning. It has sufficient lab equipment in each lab. It also has sufficient furniture. There are nearly 10 computers and 02 projectors in working conditions. It has more than 11000 books as of 31-03-2021.
- The college strives to bring quality higher education, especially to rural students, and motivate them by providing scholarships to BPL, Post Matric, SC, ST, and meritorious students.
- Various activities are organized under capability-building and skill-enhancement programs. To develop life skills, training for basic yoga, stress management, and meditation have been given during the last five years.
- Annual committees are constituted which follow a transparent and standard mechanism for timely redressal of students' grievances. Student grievances can be submitted online as well as offline.
- Institute facilitates students' representation and engagement in IQAC, Alumni association, Sport & cultural Committee, and student union. Students have outshined in academics, sports, and cultural competitions. Other supporting facilities like playground and gymnasium are provided within the campus. The campus facilities are maintained from the fund of the JBS Management fund.

Student Support and Progression

- The college strives to bring quality higher education, especially to rural students, and motivate them by providing scholarships to SC, BC, and meritorious students. Various activities are organized under capability-building and skill-enhancement programs. To develop life skills, training for basic yoga, stress management, and meditation is provided to students.
- The library serves students in many ways. The Book-Bank scheme and BPL schemes give benefits to students of SC/ST and BPL categories. There are more than 11,000 books in the library. The student union is also constructed in the college, according to Government's instructions. The members of the Student Council are selected either from merit or through an election, as per Government directions.
- Sports and cultural competitions are also held regularly and annually. Many students have taken part in the games of District, Inter-college, university, and state levels.
- Some of the scholarships, applied by students are online Post-matric SC/ST/OBC scholarship and BPL scholarship. All the scholarships are paid through Bank by the DBT method. The College supports all students to apply for scholarships provided by the Government. Consequently, more than 70 percent of enrolled students succeed to get their scholarships.
- Annual grievances committees are constituted which follow a transparent and standard mechanism for timely redressal of students' grievances. Student grievances can be submitted online as well as offline. The grievances, sexual harassment complaints, and any requests, in general, are addressed by the

Grievance and Sexual Harassment Redress Cell and Anti-ragging Cell.

- Students have outshined in academics, sports, and cultural competitions. Institute facilitates students' representation and engagement in IQAC, NSS, and Write off Committee and student union. The college has a functional alumni Association whose members help in sports, culture, and examination duty.

Governance, Leadership and Management

- The college strives to turn its vision and mission into reality through designing various curricular and co-curricular activities. The Vision, Mission, Goals, and Objectives of the institution reflect the nature of the governance and decision-making bodies of the institution.
- Effective leadership is visible in various institutional practices such as decentralization and participative management. The college functions through the activities of the committees constituted by the Principal every year.
- The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc. The Principal applies all the orders, rules, and guidelines received from Higher-Authority. Since the Principal is the head of the institution, he/she is directly responsible for the functioning and growth of the college in various issues like administration, academics, co-curricular, extra-curricular, and extension activities.
- The head of the institution is the Principal. Our institution implemented e-governance in areas of operation i.e. Administration, Finance and Accounts, Student Admission and Support, and Examination. All kinds of leaves, funds, schemes, allowances, increments, incentives, and facilities as permissible under Chhattisgarh state government rules are made available for staff.
- The institutional Strategic/perspective plan is effectively deployed. These plans are made for Teaching and learning purposes, Community Engagement purposes, and Constructive Engagement purposes.
- As per Higher Education Department, Chhattisgarh, the College adopts Performance Based Appraisal for teaching and non-teaching staff. There are two types of Performance-based evaluation methods. The first is called "PBAS [Performance Based Appraisal System]" and the second is "Annual Secret-Report". The PBAS provides feedback to the faculty member. All teaching faculty members fill the prescribed format of PBAS for self-appraisal. After filling this format is sent to Higher Education Department, Chhattisgarh.
- The institution received Funds / Grants from non-government bodies/ individuals. IQAC took an initiative regarding the augmentation of the infrastructure along with developing and maintaining a green campus. Mobilization of Funds in the institution is done from time to time.
- The college has contributed a lot during the preceding five years with regard to quality initiatives. Mentor-Mentee groups have been constituted in the college and Tutorial group meetings are regularly conducted from time to time for the welfare of the students. New course B.Sc. Math Group has been introduced in the college and the seats in different courses have also been increased.

Institutional Values and Best Practices

- The best practices of the college are evident in its gender-equity programs, green and eco-friendly practices, and, inclusive environment for all genders irrespective of caste, creed, and physical capability.
- The college is highly conscious of addressing the fiery issues of society. Every year plantation is done in the campus as well as in the rural part of the college, called adopted village. The green audit is done every year.
- Programs like SVEEP voter awareness and Constitution day enrich the democratic values among

students. The college adopts best practices in teaching-learning, career guidance, social services, etc.

- A safe and free environment is ensured for the girl students by strategically placed CCTV Cameras and Committees like Protection against Sexual Harassment and Grievance Redressal for timely redressal of their problems. Facilities like a common room for the girl and the Day Care Centre for the female staff members have been provided.
- The college organizes various programs to inculcate human values, patriotism, gender equity, social equality enrichment, etc. As an example, Sadbhawna Diwas increases human values, pledges on Anti-terrorism day, Constitution day, Voter awareness day, and National unity day. National day and youth day are organized to augment national responsibility in students.
- Other social issues are related to health problems. To address students about it, awareness programs and rallies on Cleanliness, Blood-donation, and general health checking, etc. programs are conducted by the NSS unit.
- Swachh Bharat and various awareness programs are the best practices of the college. The students are empowered through educational and extra-curricular activities to be better citizens and leaders in the fast-changing customs of society.
- Inclusivity is the keyword for the college. Various Committees create awareness about Constitutional Rights and Duties by organizing programs to commemorate important days.
- Taking its responsibility towards society and the eco-system seriously, the college has adopted many villages from time to time and created awareness there about ODF, health, hygiene, cleanliness, and various schemes of the government.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. ARTS, SCIENCE AND COMMERCE COLLEGE DHARAMJAIGARH
Address	Kharsia Road, Piparmar Chowk, Dharamjaigarh Dist. Raigarh (C.G.)
City	Dharamjaigarh
State	Chhattisgarh
Pin	496116
Website	www.gcdgarh.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	S.b. Lakra	07766-9753515700	9753515700	-	gcdgarh@gmail.com
IQAC / CIQA coordinator	Satish Kumar	07766-9068267350	9068267350	07766-	satish.jrf1@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 minority institution	No

Establishment Details	
Date of establishment of the college	03-07-2007

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

State	University name	Document
Chhattisgarh	Shaheed Nandkumar Patel Vishwavidyalaya	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	28-06-2018	View Document
12B of UGC		

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

Statutory Regulatory Authority	Recognition/App roval details Inst itution/Departme nt 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?	No
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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	Kharsia Road, Piparmar Chowk, Dharamjaigarh Dist. Raigarh (C.G.)	Rural	10	6681.984

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 Department	36	Higher Secondary	English,Hindi	180	129
UG	BSc,Science Department Maths Group	36	Higher Secondary	English,Hindi	90	20
UG	BSc,Science Department Bio Group	36	Higher Secondary	English,Hindi	210	208
UG	BA,Arts Department	36	Higher Secondary	Hindi	270	270

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	0				0				13			
Recruited	0	0	0	0	0	0	0	0	6	1	0	7
Yet to Recruit	0				0				6			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				9
Recruited	3	0	0	3
Yet to Recruit				6
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				5
Recruited	2	1	0	3
Yet to Recruit				2
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			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	7	0	0	7

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	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	3	3	0	6

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	0	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	207	0	0	0	207
	Female	420	0	0	0	420
	Others	0	0	0	0	0

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	11	9	15	19
	Female	12	11	17	21
	Others	0	0	0	0
ST	Male	98	100	113	91
	Female	136	130	155	230
	Others	0	0	0	0
OBC	Male	51	54	61	60
	Female	90	96	101	110
	Others	0	0	0	0
General	Male	47	39	36	37
	Female	74	58	64	68
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		519	497	562	636

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	To impart scholastic education by including Short-term Add-on job-oriented courses and moral education etc. along with similar subjects of science, commerce, and art, keeping in view the development
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	of students.
2. Academic bank of credits (ABC):	The Students, whose studies are missed due to any reason, will be given a certificate, diploma, or degree on the basis of the time period of the respective course by determining the grade.
3. Skill development:	Employment-oriented education will be arranged to provide opportunities for intellectual development and employment to the students.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Opportunities will be provided to the students through physical and online mode by local and foreign experts for the study of artistic knowledge, language, and culture of the local tribal areas and various regions of India.
5. Focus on Outcome based education (OBE):	keeping in mind what is to be achieved by students at the end of the course, teachers will structure and prepare their lessons plan according to the needs of the students.
6. Distance education/online education:	For such students who are employed,/businessmen or in remote areas are unable to take admission in full-time courses, for them, lectures and tutorials should be made available through the internet and digital portals and online material should also be made available.

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
63	60	57	57	57
File Description		Document		
Institutional data in 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
4	4	3	3	3

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
627	562	487	519	502
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
720	690	660	660	640

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
190	164	133	132	141

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
7	7	7	7	6

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
28	21	21	19	19

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 13

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
18.88551691	15.0267871	10.95577437	6.00093	17.99459

4.3

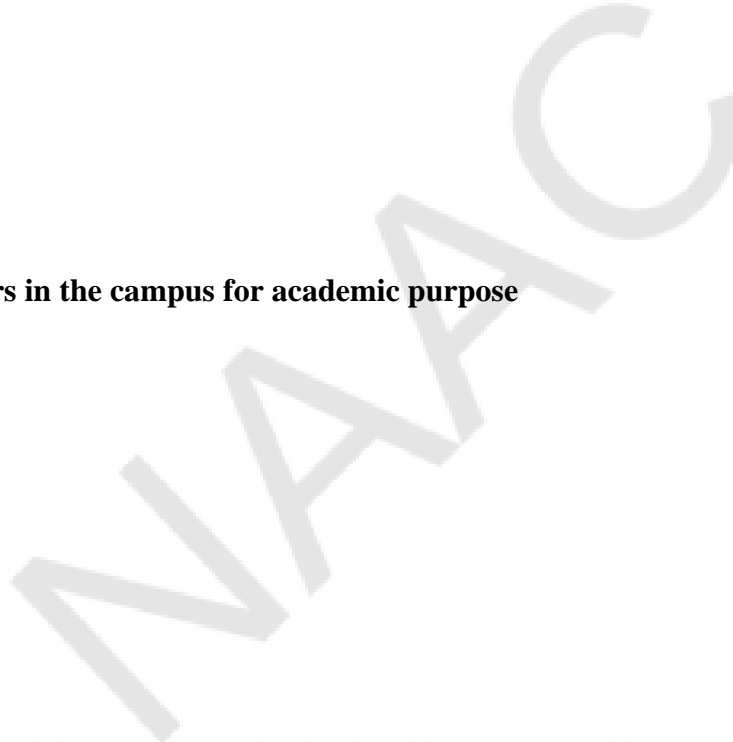
Number of Computers

Response: 7

4.4

Total number of computers in the campus for academic purpose

Response: 5



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:

- Our college is a co-educational Under-Graduate degree college. Four programmes running in the college like B.A, B.Sc. (Bio), B.Sc. (Math), and B.Com.
- The college is consistently working for the overall development of the students. Enough care is taken for the systematic implementation of the prescribed syllabus. Curricular and co-curricular activities are properly planned in the academic calendar to lead towards the set outcomes.
- At the beginning of the academic year Principal's address, students are informed about the roadmap of the curricular and co-curricular activities. The institution ensures effective curriculum delivery through a well-planned and documented process with well-defined and informed learning objectives and outcomes.
- The curriculum was developed by Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur, and adopted by the college. Each program has a well-defined objective which is reflected in the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs) and Course Outcome (COs) which in turn is reflected in the syllabus. Effective curriculum implementation and delivery have been ensured through proper infrastructure in terms of classrooms and labs which are equipped with high-end instruments. This resulted in the enhancement of the skill-set and the learning ability of the students.
- The academic teaching diary is the heart of our teaching-learning process and the single point of academic evaluation. Every staff member prepares a lecture note one day in advance of their lecture to be engaged. In the lecture note, faculty members mention the points to be covered, methods of teaching to be used. The institution ensures effective curriculum delivery in a well-planned manner. The following are the steps and Strategies.

Teaching Strategies:

- Learning Targets –Each subject is broken into several **papers**. These papers are again divided into 5 **Units**. According to this distribution, the teaching is done. Every month the teacher prepares their proposed teaching work. The daily teaching work done is maintained in the teaching diary. The diary is evaluated by the HOD/Principal every month.

Steps for Planning Learning Targets:

The teachers plan the learning targets that make up the paper in the following basic steps:

- **Criteria of Success:** Out of the prescribed syllabus, students have to appear in at least four tests. At the end of the lesson, or the unit, the teacher takes a test. Moreover, a quarterly exam is to be done before completing three months of teaching. At the end of the theory part of teaching, an internal examination is conducted, in which a student has to appear necessarily.

- **Documentation:** The unit test record is maintained by the teacher. All students appear in the internal examination. Its marks are sent to University. Moreover, these marks are added to the student's final exam mark sheet.
- **Monitoring the Teaching-Learning Process:** The implementation of the teaching plan and lecture notes are supervised regularly by the head of the department. Every month the head of the department informally discusses with the Principal about the progress of teaching and learning. The college conducts unit tests, home assignments, and internal assessment examinations. The process is fruitful to improve the quality of teaching and learning. The IQAC monitors the overall teaching and learning process by collecting the students' feedback. The college collects feedback regularly.

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 College has a good practice of preparing the prospectus of institutional information, courses offered, and eligibility criteria for every program. College follows the academic calendar reopening of the college based on Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur's Calendar of events, and also UGC regulations.
- The number of working days is calculated and included by excluding national/state/regional or other holidays. The centralized or non-centralized internal tests are conducted as proposed in the academic calendar.
- A keen and serious calculation will be undertaken to make sure that there is sufficient time for syllabus coverage for each course. The teaching plan is framed following the availability of the number of working days in each academic year based on the proposed academic calendar.
- The plan includes internal tests, evaluation/assessment of students and teaching methods followed and adopted of another teaching-related student performance-enhancing activity.
- The teaching plan of the college is put into action with the provision for conducting two internal assessment tests in the mid and before the end of the annual examination. These compulsory tests are conducted by covering at least the first 50% of the syllabus for the 1st test and after completion of the whole syllabus for the second test.
- After evaluation of test papers, the students are made to know their performance and progress.
- The slow learners are offered to take up remedial or special classes. If necessary, parents/guardians are advised to note the performance of their ward and take remedial measures.
- Provision of the plan also met in the academic calendar to conduct the tutorial and seminar classes for students of each program. Seminars are compulsory for all the students. To adhere to the dates mentioned in the calendar, HODs meetings are conducted frequently by the Principal to know the progress of the functioning of the department.
- The staff members prepare lesson plans before the commencement of every academic session with a view to syllabus coverage. Each department presents its annual academic report before the Principal by the end of the academic year.

- The college is affiliated with Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur. The university declares the Academic Calendar at the beginning of every session. After the starting of the session, the college has to follow the Academic calendar.

The University academic calendar includes the following factors.

- Date of admission
- Commencement of teaching
- Dates of Unit Tests
- Dates of terminal test
- Dates for practical exams
- Dates for extra-curricular activities, like the student union, NSS/Sports/Cultural and literacy programs, etc.
- Commencement of classes
- Internal exams
- Preparation leave
- Practical exams etc.
- List of holidays, vacations, and working days
- Duties of teachers, etc.

The college academic calendar/timetable includes the following factors. It has the following properties:

- Course completion targets
- Time-table of lectures
- Teaching diary checking schedule
- Dates/schedule of environmental fieldwork and preparation leave for internal exams
- Physical Verifications of the department and college
- Time of annual reporting of various committees, etc.

File Description	Document
Upload Additional information	View Document
Link for 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: D. Any 1 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

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
Institutional data in prescribed format	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			
Institutional data in prescribed format	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

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:

Co-curricular and Extracurricular Activities:

The vision, mission, motto, and core values of the college speak volumes about these cross-cutting issues. Naturally, the institution integrates various life skills, values, local and global challenges through its curriculum delivery. The college offers programs in which every issue such as civic sense and responsibility, gender, environment, sustainability, and human values are addressed. Naturally, each teacher integrates all these issues as a part of their teaching-learning process. Institute integrates cross-cutting issues relevant to professional ethics, gender, human values, environment, and sustainability into the curriculum. The university decides the syllabus and the college has to follow it. But in these limitations college does its best for the above-said issues.

Some of the steps taken are below:

- **Gender:** Numbers of programs are conducted for women and girls students such as the organization of folk dance competitions, hemoglobin check-up camps. The committee for Women Anti Harassment and internal complaint committee organize programs on Women Empowerment, Laws for Women, Women's Day. The N.S.S. of our college has been very proactive in conducting different extension activities not only in college premises but also in adopted villages also. Major gender issues are focused on and addressed through activities like the Save girl child campaign, Essay and poster exhibitions, wallpaper presentations, etc.
- **Environment and Sustainability:** The N.S.S. unit promotes environmental protection through tree plantation and other sustainable development programs. Every year, the N.S.S. unit undertakes a host of activities in the nearby villages during the special camps. In these camps, N.S.S. organizes various environment-related programs including tree plantation, village cleanliness, cleaning of gutters, plastic-free drive, Poster Competition, Debate Competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment, and sustainability. Different activities have been initiated by the college to save the environment such as Cleanliness Campaigns at Temple places, Bus stands, public places, etc. The cleanliness program is organized to clean ponds, water plants, and celebrate various days like World Environment Day, N.S.S. Day, etc. The college has taken initiative in Swachh Bharat Summer Internship (SBSI) Abhiyan and Tree plantation programs which are introduced by the Indian Government.
- **Human Values and Professional Ethics:** To create a scientific approach and social awareness among the students, lectures, quizzes, essays, etc. are organized by NSS and other NGOs or, govt. bodies. The college takes efforts for the integration of ethical and human values through extra-curricular activities also. Programs conducted under N. S. S., SVEEP, and the Political science department helps to inculcate human values among students. Guest lectures on value education have been organized for students. National festivals like Independence Day and Republic Day serve

as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like Health and Hygiene awareness programs, Medical checkup camps, AIDS awareness programs, Voter's awareness programs, Road safety Campaigns, Blood donation camps, etc.

File Description	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: 5.11

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
3	3	3	3	3

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document

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

Response: 55.66

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

Response: 349

File Description	Document
Institutional data in prescribed format	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: A. All of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	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
Upload any additional information	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: 78.88

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

2020-21	2019-20	2018-19	2017-18	2016-17
607	562	488	519	502

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
720	690	660	660	660

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: 63.51

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

2020-21	2019-20	2018-19	2017-18	2016-17
525	462	390	398	373

File Description

Document

Institutional data in prescribed format

[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:

- The performance of students is assessed by internal assessment tests and annual examinations. The process of identification of slow learners comprises conducting discussion, internal tests, annual examination marks, viva-voce, etc. The performance or obtained marks are the key indicators to categorize students as slow learners and advanced learners in a class.
- Under the scheme of the syllabus, there are at least two compulsory internal assessment tests conducted at the mid and thirty days before the annual examination. These internal tests are for lecture and practical models. Seminars are conducted in each internal test for each student on a pre-assigned topic of the course. Tutorial classes also form the component of the curriculum for the assessment of students.
- The bonding between staff members and students is highly appreciable in the college. The distinction of the students over their performance is easily sought and hence categorization as advanced and slow learners is done.
- Advanced and slow learners are identified through their performance levels in examinations, interaction in the classroom and laboratory, their fundamental knowledge and concept understanding, etc. The Institute promotes an independent learning atmosphere that contributes to their academic and personal growth.
- Special classes for slow learners are conducted to teach them feasibly with all necessary tools. Upon a series of interactions, required suggestions are given at the first stage with all necessary instructions to increase his/her strength to become a good learner of both theoretical as well as practical aspects.
- A slow learner is offered periodic tests to increase confidence level to learn a subject and to perform well. To avoid irregular students becoming slow learners, mentors take special care of such students.

Other measures taken to enhance the performance are as follows:

Slow Learners:

- Remedial Classes
- Group Study System
- Provision of simple and standard lecture notes/course materials
- Motivational classes are conducted to improve the mental ability of the student to analyze problems and to encourage the student to attend classes regularly
- Revision of important concepts in a viable manner
- Extra assignments to strengthen learning
- Extra notes.
- Solving problems through sending e-Notes and notes on topics.
- Encouragement in joining NSS, Sports, and academic activities.
- Blackboard presentation on a topic.
- Extra class,

Advanced learners:

Special programs for advanced learners like

- Professional coaching classes,
- Skill development and communication development programs,
- Provision to participate in various competitions such as case study analysis, debate, group discussion, problem-solving – decision-making exercises, quiz programs, and other events are organized in and outside the college.
- Participative learning sessions i.e. Welcome Day, Teachers Day, Farewell Day, New-year day, etc.
- To enhance their confidence level, the college conducts various activities such as Cultural, NSS, Rangoli, Fancy dress, indoor and outdoor games, and Sports to develop their overall personality.

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

Response: 90:1

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:

Student-centric teaching methods are adopted for effective communication of the subject knowledge to the students. Students are taught with the mission that fosters a learning environment that nurtures exploration of various skills and critical thinking about the subject. This presents new opportunities for academics in strengthening the courses under arts, science, and commerce.

For enhancing learning experiences the faculty members adopt many ways, for example, lecture method, interactive method, project, and fieldwork method, computer-assisted method, experiment method, etc. Teaching and learning activities are made effective by these practices.

Some Student-centric methods are given below:

- **Project methods:** The project work stimulates students' interest in the subject and provides students with opportunities for freedom of thought and the free exchange of different views. As per the requirement of the syllabus, the project work is done. Provision for individual involvement in practicals or project work, group work, role play, field visits, case studies, debates, seminars, presentations, organize of educational trips and surveys, special lecture programs.
- **Interactive methods:** The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games,

discussion and questions and answers on current affairs, etc. Classroom discussions on various topics are done under features.

- **Experiential learning:** This includes both individual and group experiential learning. Under the group experiential learning system, a group of students is allotted to a faculty member who helps and guides them academically. The experimental/Laboratory method is used in science subjects to explain the students the facts through direct experience individually. Students verify the facts and laws of the subject with the help of experiments. The department of Chemistry, Physics, Botany, and Zoology especially uses this method. Students take an interest and learn things via experiential learning.
- **Participatory learning:** The students are engaged in activity learning viz., tours and excursions, group discussions, case studies, community surveys, describing visual images.
- **Interdepartmental collaborative activities:** Interdepartmental collaborative activities promote sharing of thoughts/knowledge among the students, develop leadership qualities in students, and inculcate the spirit of teamwork among the students.
- **Summer Internship Program:** The NSS Swachh Bharat Summer Internship is organized for NSS students. Only 50 students can participate in this program, where they learn about the importance of cleanliness. They do their job for 100 hours in the selected villages. No other academic Summer Internship Program is organized by the college except NSS.
- **Group Learning Method:** The group learning method is now being adopted through the WhatsApp group, Google-meet due to Coronavirus lockdown. Student shares their notes and study material through this method. Whatsapp groups are made by the subject teacher. They share the information.
- **Blackboard Presentation:** In this method, each student is given a certain question. And students have to solve this problem on the blackboard. The department of mathematics, Commerce, Economics, and Science applies this method.
- Practical classes in science departments involve individual as well as group work, under the guidance of the teacher
- The facility of the internet to promote the habit of self-learning skills in students
- College Library
- Guest lectures are organized in all the Departments so that students get knowledge from experts and interact with them to solve their queries.

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

Response:

The College provides a range of IT facilities to help students and faculty with their studies. This includes extensive computer provision and the Internet. These IT facilities are updated annually. The College office uses a LAN facility and software for admission of students and fee collection. The college issued a separate Personal Computer to each department with the printer. The college has installed a separate Wi-Fi unit for the students and faculty members inside the campus. Broadband Leased Line Internet connection is highly useful to function all the above devices very speedily. All staff members are well familiar with all the latest ICT tools. All departments use PPT and multimedia to simplify the syllabus in a more meaningful way. Social media is skillfully used by the college through its Whatsapp group, Facebook, and all these links are visible on the front page of the website.

The institution encourages teachers to attend training programs, workshops, seminars, and conferences related to ICT use or innovation in the teaching-learning process. In the previous year 2020-21, all teachers are conducting online classes through google meets.

The use of ICT helps in teaching and learning. ICT helps teachers to interact with students. It helps in the effectiveness of the classroom study. It is a tool for teaching and learning itself, the medium through which teachers can teach and learners. It appears in many different forms.

ICT enabled tools:

- Information & Communications Technology (ICT) enabled teaching methodologies are being used by some faculty members in classrooms.
- The use of multimedia teaching aids like LCD projectors, classrooms with internet-enabled
- Computer/laptops/tablet systems are occasionally used by some teachers in the classroom.
- The seminar hall is equipped with multimedia facilities using ICT tools. Invited talks are conducted in seminar halls using ICT facilities.
- Guest lecture organized using ICT facilities.
- Social media WhatsApp groups are also formed. In this group, the important study material is sent. The notes, old question paper, Lecture video, etc. are sent to students. Students get contact with each- other and also with teachers.
- If any problem or exercise is unsolved, then it is put in this media. The teacher searched for the solution and sent it to the student. Especially in the Commerce and Mathematics department.
- Other departments also use ICT for teaching. The college activity is sent to each other, like photos, messages, and information. This method helps students to join up with the college.

File Description	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: 90:1

2.3.3.1 Number of mentors

Response: 7

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	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: 32.02

File Description	Document
Institutional data in prescribed format	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: 34.76

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
3	3	2	3	1

File Description	Document
Institutional data in prescribed format	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: 7.14

2.4.3.1 Total experience of full-time teachers

Response: 50

File Description	Document
Institutional data in prescribed format	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 mechanism of internal assessment is an integral part of the teaching-learning process. With regular interactions of IQAC and Heads of the department, the internal examination committee plans and works for reforms in the evaluation system. The college adjusts the academic calendar by including internal assessment, unit-test, short-term courses, and the university examination. The institutional internal evaluation system is decentralized to make it more transparent and objective.
- Apart from university prescribed methods like assignments and tutorials, more relevant methods such as open book tests, surprise tests, multiple-choice questions, mid-term examinations, peer evaluations, project work, etc. experiment within the internal assessment. As per the academic calendar, a tentative schedule is prepared and displayed on the notice board, website, and on the WhatsApp group of the classes.
- The college takes extra effort for slow and advanced learners where they are assessed by different methods. The examination committee monitors and conducts internal examinations in the college.
- Unit tests/tutorials are conducted periodically. Pre-annual examinations are arranged before university examinations. The assessment work is carried out by the concerned subject faculty in the institution. The evaluation reports are prepared within the stipulated time and communicated to the students in the classroom as well as displayed on the notice board.
- The answer books are shown on the demand of the students and guided them for their better performance in the forthcoming examination of the university.
- Question papers for all tests and assignments are linked with course outcomes (COs). Students are provided with a question bank with questions linked with all COs at the beginning of the academic session. Results are declared within a week from the end of the exam.
- Compiled marks are displayed and communicated to the students. The college arranges student-parent teachers' meetings in which their performance is discussed.
- Evaluated answer sheets are given to the students to view their performance and preserved for the next internal test. The marks obtained are recorded and displayed on the notice board of the Department.
- There is a standard process of internal examination in the college. According to the academic calendar, a student has to appear in the 4-unit test and 2-terminal examinations, 1 internal examination out of seven internal examinations.
- The schedule of the internal examination is decided at the beginning of the session, in the form of an academic calendar. According to the academic calendar, a teacher has to take a unit test.
- The marks of the unit test are shown in the classrooms and each student can ask about its performance. They can observe their test copies. Record of the obtained mark is written in the register. If there is any difference or discrepancy in their marks, it can immediately be corrected.
- The mark of the internal examination is sent to the university, as it is secret data. Its marks are not shown to students. The 10% internal mark of each paper in the internal examination is sent to the university to add to the annual mark sheet.

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound

and efficient**Response:**

- IQAC consistently works on student-centric activities. It interacts with the exam committee and the students. The Academic Calendar is displayed on the college notice board and the college website for all stakeholders. In the induction program, the principal briefs about the examination-evaluation system and how the COs, and POs can be attained. The college conducts tutorials, home assignments, tests, presentations, group discussions, etc. to assess the performance of students. The college exam committee executes its internal exams in a very meticulous manner.
- All exam-related grievances are addressed to the committee where the Principal is the chairperson. However, internal supervisors and the internal flying squad are deputed for the smooth conduction of the exams. If any grievance occurs, the students need to apply to the exam committee. At the initial level, the committee discusses with the concerned teacher and solves the issue at this primary level. Internal exam marks of the student are displayed on the notice board and queries are discussed with them till they are satisfied. Generally, there is a zero-tolerance policy for the malpractices conducted by the students. Since it is an internal evaluation, students cooperate in a very positive manner. Each teacher prepares question papers by keeping in mind the ethical values of the college and academic integrity.
- There is little space for mechanisms to deal with examination-related grievances for the institution. The institutional reforms in the continuous evaluation system are related to creating interest for the study and making the students more familiar with the university examination pattern. The institutional measures used for the evaluations are to direct and lead the students confidently towards university examination. The students have the freedom to use the suggestion box to put in the note of query/instruction which is considered for internal examination reform.
- Open day practice is the best way to deal with the grievances and complaints related to the internal evaluation system. It makes the evaluation process more transparent and robust. The unit tests and pre-annual answer books are shown to the student on a scheduled day after assessment. The students go through the answer books and know their performance regarding strengths and lacunas of their studies and techniques in writing answer books. If there are any mistakes or complaints regarding assessment, they are clarified on the same day. All the mechanisms to deal with examination-related grievances are transparent, time-bound, and efficient. It has also reduced the stress and anxiety of the students.
- The college has a mechanism to deal with internal examination-related grievances. First of all, the college tries to show that there should not be any grievances regarding the internal examination. If so, the college tries using a mechanism.
- During Internal Examination: If any student finds a discrepancy in question, e.g. given question or answer options are not correct, data given in the question is insufficient or options are repeated, out-of-syllabus questions students may report it as an invalid question.

2.6 Student Performance and Learning Outcomes**2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.****Response:**

- All program and course outcomes have been prepared very meticulously by discussing with all stakeholders and displayed at the eyesight of the students and teachers. Instead of merely displaying all course outcomes on the website, college prospect, through an annual report which states the mission and objectives of all the departments of the college.
- These documents also highlight the achievements of the students and list the kind of jobs that students get after completion of the different programs. At the college level, teachers' induction programs are conducted to map the program outcomes and how to attain them. For students, through orientation programs, classroom discussion, expert lectures, and practicals, all these outcomes are shared with the students.
- All these outcomes are informed to the stakeholders especially parents to persuade maximum students towards the skill-oriented and value-based courses. The college deputed teachers for workshops, seminars, conferences, and FDPs to enrich them to attain these outcomes while teaching-learning in the classes.
- Learning outcomes form an integral part of college vision, mission, and objectives. The learning objectives are communicated through various means such as college prospectus, Principal's address to students and parents, Alumni meets, and dissemination in the classroom by concerned staff.
- Naturally, teachers of every department interact with the students about what they are supposed to get at the end of each program. The program outcomes of all the subjects are made known to the students.
- Successful alumni students are invited to interact with both the students and teachers at specific events and meetings. They share how the different courses shaped their careers and thus help students appreciate the program.
- A thorough discussion is made in each IQAC meeting which is later reiterated at the departmental level to the teachers as well as to students. The possible ease or difficulties in the attainment of these outcomes is also considered. The college organizes career counseling lectures and capability enhancement programs to effectively communicate the learning objectives and expected outcomes.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Paste link for Additional information	View Document

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

Response:

- The college always emphasizes the program and course outcomes of students. It regularly directs the IQAC to execute it properly. The mission statement of the college itself clearly states the approach of the college towards the holistic development of students.
- There are three programs in the college viz. Arts, Science and Commerce; though these are traditional courses have been continuously working on the attainments of these outcomes. Very systematically, from the first year of their college, the purpose of their academic journey is elaborated through principal address, induction program, expert lectures, and classroom

interactions.

- To focus on the outcomes, they are categorized as slow, average, and advanced learners based on their entry-level marks. Online and on paper feedback from alumni helps to evaluate whether students have properly perceived the content of the curriculum.
- Close awareness of cross-cutting issues, basic conceptual clarity, life skills, practical exposure, and behavioral change are a few of the parameters to recognize or evaluate the attainment of their course outcomes.
- MCQs, Peer Evaluation, Home Assignments, Unit Tests, and university assessments are substantially helping to evaluate the learning outcomes. The Lectures on competitive examinations, career counseling, communication skills, and soft skills are playing a crucial role in the overall development of the students.
- Program-specific outcomes are measured through both academic and non-academic performances of the students. The performance of the students in the internal and external examinations, in the practical and assignments, participation in-class activities, role in departmental activities are some of how program-specific outcomes are measured.
- Course outcomes are measured through the performance of the students in the class, practical, internal evaluations, and external evaluations.
- Their performance in the internal examinations provides the initial indication of their learning outcome. Teachers provide critical inputs to the students based on this performance. Thus, they are helped to improve their performance in the external examinations.
- At the beginning of every academic year, the subject teacher conveys Course Objectives (CO) at the introductory part of respective subjects. The copies of the syllabi are kept in the department. It is distributed beginning the academic year to the students.
- The Institute provides opportunities for students to exhibit their understanding through the medium of expression i.e. oral or written.
- The Institute follows the evaluation process of Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur as described above. This type of evaluation includes term-end internal assessment, concurrent evaluations, and External examinations conducted at the end of the course.

Following are the evaluation process of PO, PSO, and CO:-

- Unit test in each month as decided in the syllabus
- Black-board presentation
- Quizzes or objective questions, if needed.
- Quarterly examination
- Internal examination
- Field/Project work for environmental studies.

2.6.3 Average pass percentage of Students during last five years

Response: 99.7

2.6.3.1 Total 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
190	164	131	164	133

2.6.3.2 Total 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
190	164	133	164	133

File Description	Document
Institutional data in prescribed format	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 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 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

Institutional data in prescribed format

[View Document](#)

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

Response: 0

3.1.2.1 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

3.1.2.2 Number of departments offering academic programmes

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

File Description	Document
Supporting document from Funding Agency	View Document
Institutional data in prescribed format	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 0

3.1.3.1 Total number of Seminars/conferences/workshops conducted 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
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 1.03

3.2.1.1 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	2	2	3	0

File Description	Document
Institutional data in prescribed format	View Document

3.2.2 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: 1.47

3.2.2.1 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
2	6	2	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3 Extension Activities**3.3.1 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:**

- Our students are the ‘Goodwill Ambassadors’ of society. IQAC, in its regular meeting, inspires NSS units to participate in the ‘National Flagship, cultural programs, and Development programs.
- The college organizes and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also contributing to the community and strengthening community participation. Organizing such events creates awareness about society and students feel their social responsibility.
- The college has registered NSS units. This unit takes responsibility for community-based activities. The NSS unit organizes programs such as Tree Plantation, Yoga, Swacch–Bharat Summer-internship [SBSI], Cleanliness drive, Voter awareness [SVEEP], AIDS awareness talks and rallies, blood-group checking, march- past, flag-salami, as well as takes charge as volunteers in important college functions.
- Under the SVEEP Programme, various awareness campaigns are organized by NSS Cadets to make the students and society aware of their voting rights. NSS conducts an ambitious Programmes of Govt. of India “Swachh Bharat Abhiyan”.
- Various programs are being organized like Swachhata Rally to clean college premises, nearby areas, and other Environmental Issues.
- NSS in collaboration with Traffic Police Department organizes “Sadak Suraksha Saptah” where the importance of traffic rules is explained to students and the significance of Safe Driving. Self-defense training is being organized in college to empower girls with self-defense strategies.
- NSS has two flagship programs under this criterion. First is the 7-day camp in a selected village. Here the students learn cooperation between them and between villagers. They learn to live with limited resources. Here they learn rural life.
- In a one-day camp, they take plantations, SVEEP, cleanliness, survey programs, etc. Besides, NSS also conducts programs throughout the year in the college.
- The college organizes awareness programs on campus, such as environmental awareness, cleanliness, Tree plantation, Health and Hygiene, Rallies of awareness regarding Population Day, Aids Day, Social Justice Day, Run for Unity, Blood Donation Camps, Village Adoption, Tree

Plantation, and Anti Drug-Addiction and Alcohol Campaign, etc.

- NSS unit has organized rangoli, essay, and quiz programs on topics like gender issues, Beti-Bachao Abhiyan, women's security, etc. on different occasions.
- For the holistic development of the students, sport and games, cultural events, quizzes, and debates are also organized.

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

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

Response: 0

3.3.2.1 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
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 16

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	8	7	0	0

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 37.68

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	533	444	0	0

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 0

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research 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
Institutional data in prescribed format	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities,

industries, corporate houses etc. during the last five years

Response: 0

3.4.2.1 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
Institutional data in prescribed format(Data template)	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 started in 2007 in the DIET building. Initially, it was a 05 room building. The college now has its building. This building was handed over in 2011. It has two floors. The ground floor consists of the Principal's room, physics Lab., office room, account section, NSS room, Examination control room, Girls common room, and 6 classrooms.
- On the first floor, there is an IQAC room, Library Room, Seminar Hall with the ICT facility, Botany lab., Chemistry lab, Zoology lab, Science department, and 5 classrooms.
- The Garden on the campus adds beauty to the institution. The college premises are covered with greenery all around. It has created a pleasantly natural and blissful atmosphere.
- The College accommodates 500 students studying in UG Programmes. The campus is spread over 8 acres of land which facilitates excellent infrastructure for the teaching-learning process, career progression, and higher education.
- The campus main building accommodates the Principal office (01), Administrative office (01), Examination section (01), Seminar hall (01), Classrooms (10), Laboratories (04), Staff rooms (01), Reading room (01), Central Library (01), Girls waiting room (01), Washrooms (04), NSS Room (01), IQAC Room (1), NAAC Room (01).
- All the departments are equipped with the necessary infrastructure to meet the ever-increasing requirements with an adequate number of classrooms, seminar halls, laboratories, and sufficient space for hosting all academic activities.
- Classrooms: The College has a sufficient number (12) of the classroom, spacious classrooms for conducting theory classes. The Class Rooms are equipped to meet the conventional teaching tools and furnished comfortably to meet the student requirements.
- Laboratories: All the laboratories are equipped with modern, modular, and functional workspaces integrating the student needs of water, electricity, gas, and ICT needs. The laboratories are designed with the safety features imbibed in the infrastructure and create an excellent ambiance and atmosphere for work. The laboratories are well maintained not only for carrying out curriculum-oriented practicals but also to carry out experiments beyond the curriculum.
- Computing equipment: College campus has one ICT-enabled classroom with an LCD projector to integrate technology in teaching with classroom practices. For better visualization of the subject topics, the faculty are encouraged to use the ICT facilities. The students are also supported by the faculty to present their seminar topics using the ICT facilities. The use of these facilities makes the teaching-learning more effective and lively. It has also provided free internet facilities to all.
- Library: The college comprises a good, well-furnished Library having over 11000 books. Modernization and digitalization of the library are some of the top priorities of the college.
- Seminar Hall: The College has a seminar hall for organizing special lecturers and meetings with a seating capacity of 80.

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 College recognizes the importance of cultural programs, sports and games. The institution has adequate infrastructure in terms of space and facilities. The government provides sufficient funds catering to the physical development and well-being of students.
- The college has a big playground on the campus of 4 acres. Various outdoor and indoor sports activities are carried out here Like Kho-kho, Kabaddi, Volleyball, Cricket, Athletics, etc. Students take part in the Inter College, University, State & Regional Level Sports events regularly.
- Special attention is given to the students who represent the college at the State & Regional Level by providing them leave, financial help and they are also given relaxation to complete their assignment. Every year the Annual Sports event is organized by the college where students and teachers take part enthusiastically.
- Sports/Games: Various sports facilities are provided to the students within the campus focusing on sports as one of the extracurricular activities. The College is committed to creating a balanced atmosphere of academic, cultural, and sports activities for the overall personality development of the students.
- Various sports competitions such as Interdepartmental, Intercollegiate, Interuniversity, etc help in developing team spirit in students. Their interpersonal relationship is enhanced in a very healthy manner. Students are awarded medals, trophies, and certificates to motivate them.

Outdoor Games: The College caters to the needs of all major outdoor sports events with the standard court and track facilities.

The playground facilitates the following:

- Cricket ground with all safety measures like elbow guard, thigh pads, abdomen guards, and first aid kit.
- Volleyball Court
- Throwball Court
- Kabaddi Court
- Shuttle badminton Court

In addition, these students are encouraged to take up field events like Javelin-throw, Shot-put, Hammer throw, and Discus-throw by providing them with necessary sports equipment.

- **Gymnasium:** A well-furnished gymnasium hall is available in the College with Medicine Balls, Meinam Weight Bench, Weight Training/ Lifting Set, Weight Lifting Bar, Three Dumbbell Set of 1 to 10 kgs, Station Multi Gym Weight, Weight Plates and Parallel Bar wall.
- **Yoga:** The College campus has a Yoga Centre to revive the ancient tradition and culture to provide

a healthy practice along with academics. This leads to an increased performance of the students in all respects. Sufficient space is provided to practice Yoga in the College premise and a separate spacious hall measuring 60x120 feet is earmarked for this purpose.

- **Cultural Programs:** To conduct cultural activities in the college, there is a cultural committee. This committee organizes many cultural programs including literacy events. Some interesting programs by the committee are debate, fancy dress, hair-dressing, rangoli, painting, mehndi, quiz, model and poster making, essay writing, slogan writing, sangeet and drama preparation, etc. There is a separate room for sangeet preparation.

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: 15.38

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 0

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
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

- The principle point of any library is to give permission to appropriate data, to the right clients in as feasible as a brief time frame. In an atmosphere of data blast, because of the developing requests of the client and contracting of monetary assets, the library can't acquire all the perusing materials on request.
- Library automation is used to justify the computerization of traditional and manual housekeeping routines of a library.
- Our college is established in 2007 with one post of Librarian. Since then, there are nearly 11,000 books on all subjects and departments like Commerce, Science, and Art. There is no officially electronic software purchased and installed in the library of the college, however. The process of books issue and return and visit the library for study by students and teachers in the library is being done by manual entry of books in the various registers.

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: E. None of the above

File Description	Document
Institutional data in prescribed format(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: 1.8

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
2.856	2	2.63862	1.50	0

File Description	Document
Institutional data in prescribed format(Data template)	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 latest completed academic year

Response: 36.12

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

Response: 229

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

- The College provides a range of IT facilities to help students and faculty with their studies. This includes extensive computer provision and the Internet. One classroom was furnished with an LCD projector to enable teachers and students to switch over to IT-supported teaching-learning methods. These IT-supported facilities are regularly updated. The College office uses a LAN facility and software for admission of students and fee collection.
- There are different digital technological facilities available in the college. There are 01- smart classrooms available in the college. There is open access to Wi-Fi connectivity for all students and the staff members of the college. All the departments of the college are provided with computers and other related accessories. All teaching staff members use ICT in the classrooms and laboratories whenever needed. The different educational sites are shown to the students with the help of digital devices. Most of the official work is being done with the help of ICT.

The college regularly maintains the IT facilities. Following are some basic facilities for updation:

- The computer is formatted regularly.
- The college itself formats the computer without any fees and with the help of a computer operator.
- Anti-virus is regularly installed on computers. All computers have antivirus.
- Wi-Fi connectivity is available as mentioned in 4.1.1, i.e., in the Principal's Office room, IQAC room, NAAC room, administrative block.

- CCTV is installed in every classroom and campus.
- The college Website is maintained by the Karn-Arjun brothers
- College pays a fee for maintenance.

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

Response: 125:1

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 250 MBPS

File Description	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: 100

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
18.88551	15.02678	10.95577	6.00093	17.99459

File Description	Document
Institutional data in prescribed format(Data template)	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:

Our college adopts systematic procedures for maintaining and utilizing physical, academic, and support facilities like laboratory, library, sports complex, computers, classrooms, etc. The College takes direct initiative in the maintenance and upkeep of infrastructure and support facilities. The Principal, Financial Administrator, and Office superintendent monitor the quality of maintenance of infrastructure and equipment. The custodians of the equipment frequently examine them for timely maintenance and repairs to ensure performance and accuracy.

College Campus Cleanliness program:

- There are four employees for this purpose. Two of them are government employees and two are JBS employees. JBS employees clean the campus regularly. They sanitize the classrooms, staffroom, seminar hall, laboratory, and veranda. One JBS employee looks after the plants. Sweeper cleans all the 5 toilets daily.
- Dustbins are kept in front of the classrooms. Students are asked to throw the rough paper in these dustbins. There are cleanliness captains nominated by NSS in each classroom. They also take part in the cleanliness awareness program held by NSS.
- There are three lab attendants against the sanctioned post, so these employees clean the laboratory time-to-time under the supervision of the Head of the department.
- Water purifiers are maintained from time to time.

Academic and support facilities:

- Projectors, Computers, CCTVs, Wi-Fi and anti-virus, etc. are maintained by a responsible officer from the teaching staff. There is a technical officer for this purpose, under which the non-teaching staff and computer operator operate these items. If there is any mechanical or functional error in the above academic and support facilities, the HoD has to write an application to the Principal for its maintenance.
- Maintenance of the library: Library facilities are open to the students from 10.30 am to 5 pm. Maintenance and utilization of library resources are done strictly following the library rules. The maximum period of issue of books is fourteen days. The students can access the reference books in the reference section. One post of book-lifter is vacant in this college. A post of JBS employee is appointed every year. He keeps the library Maintenance.
- Laboratory: Lab equipment is strictly inspected by lab assistants before the commencement of practical classes and examinations. Users register & logbooks are maintained and the Instruments are used within the closeness of teachers. Maintenance of funds procured from State/Central Governments and the UGC are utilized for the maintenance of specified items. The maintenance expenses that are not specified above are met by the college administration. Electrically sensitive equipment is provided with necessary backup to ensure steady functioning and to safeguard against voltage fluctuations.
- Computers: The College has a System Administrator to oversee the maintenance of the Computer Systems. Any repair beyond the scope of the system administrator, external agencies are called for.
- Sports facilities: The Maintenance of the sports ground is done by students. College staff, as well as alumni of the college, help him in this work partially, especially in ground making and organizing tournaments. All Sports facilities of the college are under the in-charge of the sport. A sports room in the college for sports equipment. The maintenance of the ground is done regularly.

- **Infrastructure Maintenance:** The college building was constructed by the state PWD (Public work department). In time-to-time PWD maintains the college building. It whitewashes and repairs some broken items if necessary. Besides, the Nagar- Panchayat keeps watch and does minor construction and repair, if needed and demanded by the college.
- **Classroom:** The classrooms are well maintained and cleaned regularly every day by the sweeper.
- **Furniture:** Much furniture is broken every year. Also, the strength of the college increases every year. The number of examinees in regular and private classes is increasing every year. So, the furniture is a necessary item to maintain. Keeping this in mind, every year furniture is either purchased or repaired from broken furniture.

File Description	Document
Paste link for 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: 59.74

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
443	313	215	345	310

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Institutional data in prescribed format

[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 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

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

File Description

Document

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[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: E. None of the above

File Description	Document
Institutional data in prescribed format	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
Institutional data in prescribed format	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: B. 3 of the above

File Description	Document
Upload any additional information	View Document

5.2 Student Progression

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

Response: 0

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
0	0	0	0	0

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response: 0

5.2.2.1 Number of outgoing student progressing to higher education.

File Description

Document

Institutional data in prescribed format

[View Document](#)

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

Response: 0

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

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

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
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	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: 0

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
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response:

The college has had a Students Association since its inception. They have been actively engaged in the academic and administrative functions as the college strongly believes in democratic values and gives opportunity to students in supporting the co-curricular and extracurricular activities conducted in the college. In this line, below we discuss the list of representation in administrative, co-curricular, and extracurricular activities. Also, we discuss the processes and norms for the representation.

Representation in administration

There are many committees in which student representation in administrative bodies is allowed. For example, Student union, class representative, Anti-ragging committee, IQAC committee, etc.

- **Student union:** Every year the *Student union* is constituted by direct election or by nominations through merit according to government rule. In this process, Student Union President, Vice-president, Secretary, and Joint-secretary are elected or nominated. The class representative of each class is also elected or nominated. The complete list of student unions from 2014-15 to 2019-20 can be seen in the link <http://www.govtcccollegepatan.in/newsData/D154.pdf>.
- **An anti-ragging committee** is working in the college. One member from senior students and one member from junior students are nominated. This committee has an anti-ragging squad and a team of teachers, local citizens, administrative officers, guardians of students, and the Principal. Observe the link. <http://www.govtcccollegepatan.in/newsData/D155.pdf>
- **The IQAC committee** is working in the college. One or two members are nominated from the student's section. Alumni, external members, teachers, administrative officers from college are other members of the committee. Representation in the IQAC committee can be seen through the link.

Representation in co-curricular activities: There are many committees in which student representation is done. For example, the Departmental academy, NSS Committee, Cultural and Literacy committee, SVEEP and Cleanliness committee, etc.

SVEEP aims to move awareness programs among students to include their names in the voter list. The students nominated for this aim are called *Campus Ambassadors*. The Cultural and Literacy committee also keeps members for their help in the committee.

Representation in extra-curricular activities

- **Cultural Committee:** The Cultural committees are constituted annually by the Principal for the students. Each committee has a coordinator and one member from all departments, and student representatives to look into all cultural aspects of the campus and to organize all cultural programs and events like Fresher's Day, Republic Day, Independence Day, Talents Day, Fests, and Annual Day, etc. in the college.
- **Sports Committee:** Under the chairmanship of the Principal, the In-charge of Sport and members from the faculty, student players as representatives who take the lead role in organizing various sports and games competitions apart from Annual Sports Day.
- **NSS Committee:** The NSS wing of the college is actively organizing various activities with the motto of SERVE TO LEARN, LEARN TO SERVE. Annual NSS camp is held every year where the students are involved in cleaning the village with the active involvement of community members. Every year they nominate students to take help in the function of the unit. NSS nominates one "Maha-dal-Nayak" and many "Dalnayak" for good conduction of 7-days camp.

File Description	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: 18

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	33	37	14	6

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	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:

- The College has a functional Alumni Association. It meets periodically to discuss the ways and means to improve the academic environment of the College, as well as to exchange views on the employment opportunities and scope for higher education. Alumni of the College contributed both financially and non-financially over the years to the growth and development of the college.
- In association with NSS Units, the association regularly conducts Blood Donation and Health Check-up Camps. All the departments have a Database of the final year students, which is updated from time to time. Annual Alumni Meetings bring a rich interaction between old and younger generations, which also upholds our cherished customs and traditions.
- It also deliberates upon the role of the Alumni in positive interaction with society through the participation of young students under the guidance of senior teachers. The Alumni Association has majorly contributed to the College through the institution of awards, development/creation of certain facilities, and curricular support through occasional interactions with the students within the campus.
- The alumni of the college are holding positions of public importance such as Member of Legislative Assembly, Ministerial Positions, and Member of Syndicate and at the local bodies. They are contributing immensely to the development of the college through their guidance and support. The alumni who are having administrative positions at the state level are associated with the college in organizing community camps and other extension activities.

The college has a registered alumni association. The aims of the association of the alumni are:

- To get the student-centric suggestions obtained from feedback from alumni.
- To get suggestions for the development of the college and its activities.

- To receive help in some common managerial problems such as examination invigilation duty, conduction of sports events as a coach or/and a team-manager, etc.

Every year the association meets for feedback filling. Here they can put their views regarding the development of college through suggestion. This feedback is analyzed as numerical data by the IQAC. The suggestion and action taken report are then uploaded on the college website.

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

Response: E. <1 Lakhs

NAAC

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:

- The College has a clearly defined organizational composition for the best possible and effective decision making and its implementation. The Vision, Mission, Goals, and Objectives of the college demonstrate the nature of governance, perspective future plans, and participation of the faculty members in the decision-making bodies of the college.
- The college is located in a rural area and provides education to economically weaker sections of society. The majority of our students are from tribal farmer families and are involved in agriculture and allied work.
- The governance of the college consists of the Principal, faculty members, administrative staff, students, alumni, and the local well-wishers of the college. The governance of the college is fully transparent, democratic, and all-inclusive. Staff members get representation in the key decision-making bodies of the college.
- The vision and mission of the college are uploaded on the college website. The healthy peacefully Academic Environment of the college provides an opportunity for academic as well as the overall development of students. The college efforts to inculcate human values in students to contribute to society, community and become responsible citizens of the nation.

Governance of the college work to achieve the mission through the following ways

- Academic- To sustain and build the academic environment of the college, all staff members work hard throughout the year by preparing classroom teaching, organizing guest lectures, timetables, student seminars, field trips, projects.
- The student union, Women Cell, Career guidance cell, NSS Unit, and Sports give students abundant opportunities for personality improvement by organizing diverse co-curricular and cultural activities. These activities give them an opportunity to look after and communicate their talent in and off the college campus.
- To achieve the goals, vision, and mission various committees are formed by the Principal to carry out all responsibilities of the college. The teachers take an active part in the decision-making process of the college and students' development. The governance of the college integrates the vision and the mission of the college.
- The authorized team of the college involves the principal, in charge of different committees, Teaching-staff, IQAC committee, non-teaching and supporting staff, student's union, student representative, stakeholders, alumni, and local management committee called Janbhagidari Samiti (JBS). The principal ensures the proper implementation of the policies, rules, and action plans of the college.
- There are many committees to support the vision and mission of the college and effective governance. These committees are library committee, sports committee, cultural committee, Women Cell, literacy committee, internal examination committee, anti-ragging committee, RUSA and UGC committee, disciplinary committee, Examination cell, NSS, carrier and counseling cell, scholarship committee, grievance redressal committee, etc.

- For academic performance measures organizing meetings with HoD's and faculty members of all departments are done regularly by the principal. Also, the teaching progress is checked monthly by the principal through the checking teaching diary.
- The principal continuously observes each classroom individually by CCTV cameras installed for teaching-class, classroom activities, and movement of students in the veranda and inside & outside of the college campus.

File Description	Document
Paste link for additional information	View Document

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

Response:

The effective practice of decentralization and participative management is reflected in the admission process adopted by the institution. The College ensures the merit of the students while taking admissions in the college. After inviting applications they are scrutinized by the admission committee and shortlisted based on merit and reservation policy of Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur, and the Government of Chhattisgarh. Differently-abled students, performance in sports, cultural and other aspects (NCC, NSS, Youth Red Cross, Scouts and Guides, Ex-Servicemen) are also considered along with merit.

There are so many committees in the college. The college functions through the activities of these committees.

NSS committee:

- There is a unit of NSS that started in 2014. Since then the regular activities are done. Now, there are two units of NSS. The collective strength of the unit is 150. Every year there is constituted a "salahkar Samiti" of teachers, who give suggestions. Every year NSS nominates some students as group-leader and its activity body.
- Every year there is a nominated cleanliness captain.
- Every year groups are constituted in the annual camp to handle many activities as well as cultural programs, cleanliness programs, cooking programs, etc. Students do their work in these groups.
- In the quiz and other events, students take part in groups, which have a group leader. NSS reports its activity to the Principal through the program officer. On important occasions, the capable NSS student participates in the district, university, or state-level events.

Examination committee:

- Our college is the center of annual examinations and supplementary examinations for both regular and private students. It has nearly 800 examinees in the annual examination against 500 admitted students. The college also runs Unit tests and internal examinations. The college handles all examinations carefully and successfully by cooperative methods with no malpractices in exams. There are three shifts in examinations, each shift with a team of class C and D employees. Every

year before the starting of the annual examination, the college organizes an orientation program for all the invigilators and exam-related teams, i.e., superintendent, assistant superintendent, and its team. It is to be noted that the invigilators come from other schools and local JBS committees. This is proof of *effective leadership in our college*.

Student Union:

- Student Union is an excellent example of decentralization and participative management of the system of college practices. All the decisions are taken in this body regarding the student's benefit. In this union, there is a body of four members called 'Parishad' which is made up of the President, Secretary, wise-president, and joint-secretary. Also, another assistant body is made up of nominated/elected members of class representatives called 'Karykari Parishad.' Proper reservations to SC, ST, OBC, and girls are given according to the Government's rule. The principal is the patron and a senior teacher is in charge of this union.

Anti Ragging Committee:

- The Anti-Ragging Committee is another body where the governance of the college reflects decentralization and *participative management*. An example of this can be obtained in the following
 - **Library Committee:**
 - **Sports committee:**
 - **Women Empowerment Committee:**

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The College is committed to excellence in all fields so that college students and faculty can gain high-Quality infrastructure and learn new skills to address universal challenges. For the successful execution of the work, the workload has been divided into strategic committees. The faculty members led by the Principal and Council members have created the best possible comprehensive plans and their implementation. In designing the strategic plan and implementation document, every participant has been closely consulted, which is vital to an organization's success. All departments receive the action plan for implementation.

The creation of ICT-based teaching and administrative infrastructure and the improvement of science labs, computer facilities, and office automation. The institution also plans to develop sports and cultural infrastructure in order to enhance students' engagement and participation in sports and cultural activities. In this way, the institution's strategic plan reflects its vision and mission to achieve higher education excellence.

Teaching and learning:

- Faculty members maintain a Lesson progressive Diary which consists of the date, period of class taken and the topic handled.
- The teaching-time table is prepared by a committee. The teaching plan is prepared for each month, before the starting of the month. The teacher maintains this diary every month.
- Faculty members are also encouraged to attend faculty developing programs outside the college conducted by other institutions. Due to this reason, there is no limitation on the number of programs to be attended, provided the teaching work does not suffer.

Society Engagement:

- Regular Field Work by NSS- the NSS students are placed for regular activity on the college campus. Many times they carry out community development activities in the community.
- Village Adoption-The NSS of the College adopts one or two villages, where they do their activity of community development.
- Special camp in a village-One special camp of NSS is organized every year, in which the students of NSS go to get an introduction with the village and do their constructive social work there.

Productive Engagement:

- Literature and Cultural understanding among students- It is developed by taking various programs.
- Career and counseling programs are organized time-to-time
- Motivational lectures of experts are organized generally.
- Ground Floor consists of classrooms of Arts and Commerce department, administrative block, Principal' office, and staff room.
- The First Floor consists of well-equipped labs and classrooms for the Department of Science.
- With a Smart classroom, the college promotes ICT-based learning.
- The Institution has upgraded science laboratories.
- Established close linkage with the alumni association.
- College prospects are published on yearly basis.
- This block has the facility of toilets and ramps for divyang students thus making the building divyang friendly.

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

Response:

Principal and College Administrative Committees:

- The principal as ahead of the administrative and teaching-learning process pays special attention to the smooth functioning of administrative and academic activities. Heads of all departments and the Office Superintendent help him in this matter. The college administration looks into the work related to admission, examination, eligibility, maintaining the daily record, interacting with

stakeholders, University, Government offices, etc.

Service Rules, Procedures, and Recruitment:

- The College follows the rules and regulations of the UGC, Chhattisgarh Higher Education Department, Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur, Government of Chhattisgarh for the recruitment and grievance redressal. There are two types of appointments in the college. First is the government recruitment and the other is by the Local Janbhagidari (JBS) Committee. Government employees and faculties are appointed and governed by the government's rules and service conditions.

Promotional policy:

- Promotion is according to government rules The Promotional policy of the college is transparent and impartial; the college follows the PBAS of the UGC for the promotion of the teachers. Under the Career Advancement Scheme, at the college level.

Grievance Redressal Mechanism:

- The College has a mechanism to solve any Grievance raised by any teacher, employee, or student. The college has formed a Grievance Redressal Cell for faculty, staff, and students to address their complaints and grievances to resolve them. The Principal is the head of this cell and other mechanisms to deal with it are as follows. After receiving grievances and complaints, either in writing or orally, the committee discusses in the meeting and resolves. There is a separate Anti-Sexual Harassment committee, which object is to prevent cases of harassment and to look into grievances of girl students. An Anti-Ragging Committee is also formed to work on the cases related to ragging if any.

Students:

- The students have their class representatives and the Student Union is ready to tackle the complaints. Further, students can approach the Principal.

Department:

- At the department level, the HoD's of the departments are responsible for coordinating all departmental academic programs of the college. Faculties are responsible for the academic and co-curricular activities of the student.

The Guidelines of Government are applied effectively and efficiently. The Principal applies all the orders, rules, and guidelines received from Higher-Authority. As an example, the college is run by the following rule and guidelines.

The principal forms various committees for monitoring and facilitating several activities organized in the college. For the complete functioning of college activities, there are so many committees mentioned above. The function of every committee in the Institution is well defined. The committee together plans for the activity and takes approval from the Principal. All conveners report to the Principal and the Principal monitors the effective functioning of these bodies.

- Admission committee
- Student Union committee
- Discipline committee
- Anti-ragging committee
- Library committee
- NSS and environment maintenance committee
- UGC committee
- Purchase committee
- Internal examination committee
- IQAC committee
- Result Analysis committee
- Cultural and literacy committee
- NCC committee
- Sports committee
- Physical verification committee
- Annual, Semester, and supplementary examination committee

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
Institutional data in prescribed format(Data template)	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 endeavors to create a healthy pleasant atmosphere for the professional and personal growth of its staff members. The college ensures opportunities for faculty and supporting staff to enhance their knowledge and capabilities and also means for their well-being and job satisfaction.

Various welfare measures for teaching and non-teaching staff persons are as follows:

For Teaching Staff:

- Various informative and motivational lectures, sessions, and activities are organized to maintain a

work-life balance. The achievements of faculty members are acknowledged and highly praised on various platforms.

- Various leaves like casual leave, maternity leave, paternity leave, abortion leave, child care leave, quarantine leave, blood donation leave, earned leave, and medical leave as per Chhattisgarh government policy.
- A healthy work environment is ensured for better performance and physical and mental well-being.
- Under CSR rules, provision of compensatory leave in lieu of work done by them during holidays.
- Faculty members are trained and retrained in evolving teaching-learning methods and are encouraged to acquire skills like the use of the latest teaching technology and ICT tools.
- The facility of various funds, schemes, and allowances like EPF/TRIBAL AREA/HRA/GPF/CPF/NPS/ GIS, LTC, educational allowance, and conveyance allowance as per Haryana government rules for faculty members.
- Faculty members are encouraged to participate in disciplinary and interdisciplinary state/ national/ international level seminars, conferences, and workshops and also to publish research papers.
- Provision of cashless medical facility and medical reimbursement as per state government guidelines.
- Faculty members are encouraged to participate in orientation and refresher courses, seminars, workshops and conferences and duty leave is sanctioned for the same.
- Faculty members appointed prior to 2004 are eligible for pension benefits after retirement.
- Annual and Ph.D. increments are given as per state govt. policy.
- Provision of accommodation in the Chhattisgarh government houses.
- Study leave to faculty members for pursuing higher studies like Ph.D. and research work.
- Retirement Benefit to Full-time teaching and non-teaching staff
- Summer, winter, and other gazetted holidays
- Grievance Redressal Cell
- Internet, Wi-Fi facility to staff.

For Non-Teaching Staff:

- Non-teaching staff is encouraged to sharpen and update their administrative, technical, and soft skills.
- Non-teaching staff is encouraged to pursue higher studies to improve their qualifications and are given access to a computer and the college library.
- Various leaves like casual leave, vacation leave, maternity leave, child care leave, blood donation leave, earned and medical leave.
- Summer, winter, and other gazetted holidays
- Non-teaching staff is encouraged to attend Workshops and training sessions are held to train them in computer skills.
- Provision of annual increments and promotions, cashless medical facility, and medical reimbursement as per state government guidelines.
- The facility of various funds, schemes, and allowances like EPF/TRIBAL AREA/HRA/GPF/CPF/NPS/ GIS, LTC, Allowance, and conveyance allowance as per Chhattisgarh government rules.
- Retirement Benefit to Full-time teaching and non-teaching staff,
- Grievance Redressal Cell
- Internet, Wi-Fi facility to staff.

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**

Institutional data in prescribed format(Data template)

[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:** 0**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
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format(Data template)

[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:** 12.38**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
0	0	2	0	2

File Description	Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

An unbiased Performance Appraisal System has been implemented for teaching and non-teaching staff in the Govt. Colleges as set out of the UGC guidelines implemented by Chhattisgarh Govt. & Higher Education department, Chhattisgarh. All faculty members fill in Performa prescribed for self-assessment. PBAS program helps the faculty members to achieve excellent teaching-learning and research results. The institution has a performance-based appraisal system for the Assessment of teaching and non-teaching staff.

In our college two types of *Performance-based* evaluation. The first is called “PBAS [Performance Based Appraisal System]” and the second is called “Annual – Confidential Report”.

- The API (Appraisal Performance Index) of the teaching staff is on the basis of their academic and research activities and duties and committees assigned by the Principal. It is also based upon his/her interaction and relations with the students, colleagues, and administration. The performance appraisal report is to be filled by the teaching staff in a given prescribed proforma which includes three main categories i.e. Category one contains Teaching, Learning, and Evaluation-related activities. Category two contains Co-curricular, Extension, and Professional Development related activities. And Category three is mainly focused on Research and Academic contributions. The PBAS Proforma is the primary means of assessing a faculty member for the purpose of promotion under Career Advancement Schemes (CAS) and awards. The Performance Appraisal Reports (PBAs) provide good feedback to faculty. The overall report is further reviewed by the Principal and the Convener of IQAC and the final performance functioning status is set up and confidentially recorded in the office.
- This format [PBAS] is filled by the employee in a given prescribed proforma, which includes all the above sets related to points and sub-points. The format contains 4 main parts. Part-A: general instruction, Part-B: Academic performance, Part-C: other related information [duly signed by the Principal], and Part-D: Comment on the self-assessment by the Higher Education Department of Chhattisgarh Government.
- The college has PBAS for the assessment of teaching faculty members. The assessment report is based on the yearly performance of the employee based on their academic, research, and other extra-curricular activities.
- The Confidential Report (CR) is filled by the teaching staff based on the work done during the session along with the other academic activities such as participation in conferences, seminars workshops, guidance in research work, and paper publication along with responsibilities of

administrative responsibilities during the academic session.

- It generally has two parts. The first part is filled by the employee. The last part is the evaluation by the Principal. It is then sent to the higher authority of the Higher Education Department of Chhattisgarh Government. Duly marked CR FORMS are countersigned by the Additional Director of higher education & Secretary of higher education Government of Chhattisgarh.
- Annual Confidential Report of teaching and non-teaching staff system is developed as per the guidelines of UGC with minor amendments done by the department of higher education government of Chhattisgarh. This API-based Performa is analyzed by the Principal and accordingly grading (GOOD, VERY GOOD, EXCELLENT, AND ORDINARY) to faculties & non-teaching staff is marked.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

- The College performs internal and external financial audits regularly. The accounts are maintained by the Accounts Section. The internal auditing committee supervises and checks the cash book and expenses all over the year. The Account section maintains Cash Books, Ledger Books, Receipts & Payments, Cheque Issue Register, Voucher, and Bills, etc.
- The student tuition fees account, university fees account, special fees account along with the General Non-Salary (GNS) accounts, RUSA grant, Janbhagidari accounts are audited as per the government rules.
- Once in five years the Accounts General (AG), Chhattisgarh, audits all the Government Accounts maintained by the College.
- This financial audit process is very important because any financial discrepancy observed in the audit is taken very seriously. Thus additional efforts are put by the Principal on the accountant to keep cash books of every head ready, update, and correct.
- So far as Financial Audit is concerned, it has two parts namely Fund Audit and Grant Audit. Fund Audit is done by the Local Audit Department of Chhattisgarh Government. In our College, an Audit of Funds has been done up to 31st March 2020.
- Grants mainly come from the Department of Higher Education. The received grant is allocated to the stakeholders and it is spent after following the due procedure. Proper stock entries are made and Physical Verification is done by a committee constituted for the purpose. Unspent amount, if any, is returned to the Department, and the Utilization Certificate is sent to the Department.

The college conducts both internal and external financial audits regularly.

External Audit: External Audit is conducted by the following agency:

- Team of Higher education of Chhattisgarh: This team of auditors comes occasionally to audit. It is constituted by the Higher Education of the Chhattisgarh Government.
- Chartered Accountant of the Institute: The institution has an auditor, who audits annually all the vouchers and bills of the expenditure. After checking the bills and vouchers, auditing the expenditures, the C.A. generates a certificate for the college.

Internal Audit:

- Internal audit is done by checking every bill and voucher by a team of the college. Every year Principle constitutes this team, having one member from economics or commerce. The cashier maintains the cashbook, receipt, bills, and vouchers. It is checked by the internal team of the auditor.

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
Institutional data in prescribed format(Data template)	View Document

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

- Being a Government college, the College has to follow the Resource Mobilisation Policy laid by the Chhattisgarh Government and the concerned Affiliating University. The college makes endeavors to get maximum grants for up-gradation of infrastructure by timely submission of proposals to the office of the Director, Higher Education, Chhattisgarh.
- Some of the faculty members provide financial assistance to needy students.
- In every institute, the availability of funds is very essential for any type of developmental work. It is also true that the mobility of funds is also important. If the mobility of funds is in the right direction the institution grows fast. All the expenditure is done in the name Principal. However, the Principal constitutes a body to give suggestions to spend the money, called the *purchase committee*. This committee is constituted every year at the beginning of the session, or whenever needed.
- The allocated fund is utilized to purchase equipment, chemicals, furniture, and books for the library, maintenance, and construction work if any.

There are the following types of funds received by the college, and its Strategies for mobilization are listed below:

- **Salary section:** The Chhattisgarh government pays the salary of the regular faculty and non-teaching staff. Govt. of Chhattisgarh also gives an order every year to appoint the guest teachers against vacant posts at the beginning of the academic session on a lecture basis.
- **Departmental associations:** Every Department of the college forms departmental associations to organize various academic, cultural, social, and other activities. College gives financial support to departments for the smooth operation of programs and students also contribute to some extent.
- **Scholarships:** The College caters to the reserved category and financially weaker sections of students in terms of scholarships, which is given by Govt. of Chhattisgarh. We take care that these students get the scholarship in time.
- **Student Welfare:** A fee is taken from each student for the welfare of students, College spent part of student fees for providing a good campus and basic amenities such as Drinking water, a Garden, health check-up, etc.
- **Social responsibility:** Atal Bihari Vajpai University, Bilaspur (parent University) gives a grant to the college to operate the NSS unit in the college. It is utilized for various social activities especially in the adopted villages during seven days camp.
- **RUSA:** in 2013-14 a new scheme RUSA “Rashtriya Uchchatar Shiksha Abhiyan) was launched by Govt. of India to enhance the quality of higher education. The funds under the RUSA scheme have been utilized for the development of good infrastructure in the college.
- **Equipment:** Equipment is purchased according to need. The HoDs give the proposal to purchase the item. After receiving the fund, the quotation is invited and a purchase committee monitors the purchase under the supervision of the Principal. Bills are audited by the Chartered Accountant, at the end of every financial year.
- **Vidhayak Nidhi:** There are some items for which the MLA fund is obtained.
- **Janbhagidari Fund:** The main aim of the construction of *LOCAL JANBHAGIDARI COMMITTEE* is to earn resources for college, but not for academic monitoring or managerial issue. This committee is constructed for a period of 2-year by the district collector.

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:

As soon as the IQAC was established in the college in 2021, the process of quality enhancement and sustenance begin through different strategies. The IQAC is consistently working to magnify the quality culture in all fields of college activities by channelizing efforts towards promoting holistic academic excellence. The IQAC monitors the implementation of the vision and mission of the college. IQAC prepares a perspective plan of development for the college and executes it in a strategic plan every year. It has been trying to institutionalize several quality assurance strategies such as digitization of academic and administration facilities, gender equality, strengthening extension activities, etc. After the establishment of the IQAC committee in the college, it decided to accredit the college by NAAC accreditation. The IQAC committee decided to go for NAAC accreditation for the first time.

The institution applies several quality assurance mechanisms under the academic monitoring committee. We will discuss here them:

1. **Quality Enhancement and Sustenance:** The mission statement of the college states rural youth empowerment through quality education. Therefore IQAC has always been trying to enhance and update its academics and administration system. It is always expected that they should keep up their pace with the recent happenings in their field and learn new things from the best resources. After the establishment of the IQAC cell in the college, it was the duty of IQAC to maintain the quality culture in the college. It was highly useful for the college to learn the things like how to maintain the record, innovation in teaching-learning and evaluation, future dynamics of higher education, the skill of presentation, documentation, and office administration.
2. **Overall Development Scheme:** The Overall Development Scheme is a yearly scheme for every department. This is prepared at the commencement of each academic year. The ODS' center point of focus is the holistic development of the college students through the following aspects like Co-Curricular, cultural, academic, and extension activities. The co-curricular aspect focuses on the programs that support the learning and teaching process like field surveys, quizzes, and group discussion. The cultural dimension recognized activities that inculcate Indian customs among students like Teacher's day celebration, welcome Party of new students, Saraswati Pooja and farewell of students, etc.
3. **Academic Audit through IQAC:** The IQAC collects the academic audit report of each department every year. The aim behind it is to increase and maintain the quality of education. The SWOT analysis is done by the respective Hods of the department. The department evaluation report is then put in front of the Principal. The department evaluation report is then uploaded to the website.
4. **Developing Quality Culture among Teachers:** Since the establishment of the IQAC cell in the college, IQAC has been promoting the quality culture in the overall activities of the college. It was a very clear fact that if we want outcome-based education the quality of teachers should be upgraded. The positive motivation from the quality strategy of IQAC encouraged the majority of the teachers to register for the Ph.D. and publish more and more research papers in journals and conferences.

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:

Our institution has contributed a lot during the preceding five years with regard to quality initiatives. For example, Mentor-Mentee groups have been constituted in the college, and Tutorial group meetings are regularly conducted in the college from time to time for the welfare of the students. The main purpose of these Tutorial group meetings is to take care of the students and to solve their problems. For this purpose, one teacher is made to the Mentor of a group of students and the Mentor takes care of his Mentees. He remains in touch with the students, he tries to solve their problems whether they are related to the college

or whether they are his personal problems. The students in these tutorial group meetings are informed about the rules and regulations of the college, about the library, about discipline, about the functions and various activities organized by different departments of the college, etc. The students in these tutorial group meetings are asked to give their suggestions for any kind of improvement so that the teaching-learning process can be made better in the college.

One new course has also been introduced in the college and the seats in all courses have also been increased:

B.A.-I	270
B.SC-I BIO-GROUP	210
B.SC.-I MATH-GROUP	90
B.COM.-I	180

The institute evaluates its teaching-learning practices regularly. This responsibility is borne by the Academic Audit Committee and IQAC jointly. The academic audit committee monitors the execution of timetable; regular teaching in a classroom, teaching diaries and it properly conducts teaching system in college. At the very beginning of the session, the meeting is organized by committee members by the principal, they discuss issues related to the teaching-learning process and suggest innovative approaches for the improvement of the teaching and teaching methods.

Due to this, the college evaluates its teaching-learning practices, constitution & methodologies of functions, and knowledge outcomes at periodic intervals through IQAC set up standards. The approach of IQAC has always been focused on a learner-centric teaching-learning process and has designed the policy to assess and evaluate it from time to time. Therefore, the college has identified some examples of institutional reviews and implementation of teaching-learning reforms facilitated by IQAC.

- **IQAC prepares a tabulated result analysis.** In the formal meeting of IQAC, the review of Examinations Results is done. This is also called the academic audit. Here the Result analysis is prepared and tabulated.
- **Smartboard/Projector/PPT presentation:** One seminar hall has smart boards. Here, a projector is used. The teachers take regularly their classes through smart-board, ppt presentations. Motivational lectures and guest lectures are also organized with the help of Smartboard/Projector.
- Installation of the mike system in the smart classroom.
- Arrangement of lecture-stand in all the classroom instead of table and chair
- Emphasis on projector-based teaching
- Learning by extension activities
- **Academic review at the beginning of the session-** There are 3 main meetings of academics organized in a session. First-at the beginning of the session, second before the annual examination, and third, at the last of the session. In this meeting, the internal examination committee, HoDs of the departments, and college faculty meeting. At the beginning of the new session, a new timetable is prepared, the academic calendar of the university and college is discussed, and other committees for the college activities are constituted. Also, a discussion by HoD's on Result analysis is done in front of the Principal.
- **Teaching and learning through ICT:** The IQAC motivates the faculty members to use the ICT.

The teaching staff gives the message, notices, and study material to students. For this purpose, all faculty members have created a Whatsapp group for the students. The learning and teaching use of public media has also been implemented to set up communication with the students and peers.

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 initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: D. 1 of the above

File Description	Document
Institutional data in prescribed format(Data template)	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:

Our college is a co-education institute. Both girls and boys study here in a common classroom. The college maintains gender equity. The college ensures that there is fair and impartial treatment with students of both genders. The college makes sure that equality in treatment with students of both genders is maintained. All the students obtain equal opportunities in all the sports and cultural functions of the college. Our college is careful about maintaining and promoting gender equity. There is a provision of the students' union that also works in association with the administration of the college for the welfare of the students of the college and enhancement of gender equity. The college is extremely enthusiastic about the safety and security of the girl students and women staff.

The following activities are implemented in this regard in the college:

- **Women Empowerment Cell:** The College has an anti-harassment cell. This cell aims to promote a culture of respect and equality for the female gender and also to monitor the treatment of women in the college.
- **Anti-Harassment Cell:** The college forms an anti-harassment cell for the welfare of women as per the norms specified by the government bodies. There are different types of programs and activities organized in the college that promote gender equity.
- **Counseling:** Formal and informal counseling is done in the college. Staff members motivate the students to improve their overall personality by participating in various activities organized by the college. Staff members inspire the students of demoralized and weaker sections to come to the mainstream of society.
- **Mentor-Mentee Scheme:** The institute has a mentor-mentee system. This scheme suggests the mentors select a mentee especially from the backward and helpless category of the students. In the scheme, the mentor follows the growth of the mentee by providing individual counseling at diverse stages.
- **Internal Compliance Facility:** - The College has an internal Compliance facility system. Any student of the college may complain about any issue of discrimination. The college website also provides such facilities to the students of the college. Any student may directly contact the Principal of the college in case of any need.
- **Separate Girls' Common room:** The College has a common room for girls. The girl students may take lunch there. They may rest, relax and refresh there. The purpose of a common room facility for girls is to create a stress-free environment.
- **Safety and Security Measures:** The College keeps the issue of safety and security of its students on the top of its priorities. The identity-Cards of all the students of the college are checked at the main entrance of the college. It stops outsiders from entering the college building.
- The entire campus is covered under CCTV cameras. There are many C.C.T.V. cameras installed on the college campus and classrooms. The video of the recording is regularly seen and essential actions are taken, if any doubtful movement is observed, by the principal. This ability provides rigid protection vigilance in the Principal's office.

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: D. 1 of the above

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:

There are different types of wastes disposed of in the college for which there is a proper system functioning. The following wastes are being disposed of by the college:

- **Solid Waste Management:** The institute has its own solid waste management system to make the campus garbage-free. The college has a place on its campus where the solid wastes materials are disposed of. It is to notice that in the state of Chhattisgarh keeping a particular place for dumping the solid waste is outside the city. Keeping this in view, the college also manages its solid waste management system. The departmental lab is maintained by a Lab attendant. Paper waste like used drawing sheets; projects submitted by the students, unused apparatus, damaged furniture, etc. are disposed of through the write-off committee of the college, working as per the norms of the Chhattisgarh government.
- **Liquid Waste Management:** The Wastage of liquid from the points of origin like the drinking water and toilet etc. is let out as sewage into an appropriate drainage facility. The college has its water supply system; we have one bore well on the campus and collect the water to the overhead tank for supply in the college. We filled our water tank at a scheduled time and take care of reducing wastage of water. The wastewater is carried out through the pipeline. This system is made by the Public Welfare Department (PWD) of the state government.
- **Biomedical Waste Management:** Biomedical waste management system facility has not in the college.
- **E-waste Management:** The electronic-waste components such as equipment, instruments, Printers, Computers. Electronics gadgets, CRTs, and circuits have been written off often and after that, these e-waste components sold out to bargain hunters.
- **Waste recycling system:** There is no system of Waste recycling in the college. However, there is a rainwater harvesting system in the college.

- **Hazardous chemicals and radioactive waste management:** The Hazardous chemicals and radioactive waste management system is not in the college.

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

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

7.1.6 Quality audits on environment and energy are 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
Reports on environment and energy audits submitted by the auditing agency	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. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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:** D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	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:**

- Our college is the only college in Dharamjaigarh town. Most of the students taking admissions in the college are local and belong to the nearby villages. As per government rules, the admission process is carried out. The college administration sufficient is concerned about specific earmarked seats of the reserved category to be filled up.
- The college is fully involved in public developmental activities, awareness rallies, national festivals, and government movements.
- The college plays an important role as a medium in the town to sustain harmony and national integration. The college frequently organizes diverse activities for inculcating the harmony and values of tolerance towards cultural diversity.
- Our college belongs to rural background. Its functions and operations have a very affirmative impact on society's cultural & public opinions directly.
- The students of the college inculcated with patience and concord about regional, linguistic, cultural, public socio-economic and further diversities. To maintain linguistic importance, the Department of Hindi celebrates various activities such as Hindi Divas in collaboration, Birth Anniversaries of all national and Chhattisgarh heroes are celebrated with the local community and students.
- Thus, the college has created an extremely optimistic picture for all the society and society helps the college in the developmental activities.
- Tolerance and harmony towards cultural diversities - The college and its teacher and staff jointly celebrate the cultural and regional festivals, New-years day, teacher's day, welcome and farewell program, Induction program, important days, rally, oath, plantation, Youth day, NSS day, etc. and many activities together.
- The co-operation between teacher and students is such that in the family festival like marriage program, cultural and ceremony activity they invite staff members also. The teacher also goes and participates in these programs.
- Linguistic diversities - Chhattisgarhi is the regional and Hindi is the state and national language. Chhattisgarhi is spoken between students and teachers occasionally.
- Cultural inclusiveness is the heritage of this college. On important occasions, Rangoli is prepared by girls. The guldasta for guests are also prepared by students by hand.
- The student helps in the cleanliness and plantation program. In the rally, health awareness, anti-worm program, and any NSS program, annual function and cultural program celebrated by students and staff members.

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 college is a role model of paramount supremacy and a democratic system. The college is recognized in the locality as a 'Center of Social Transformation'. The College tries to sensitize students and employees of the college to the constitutional obligations: values, rights, duties, and responsibilities of citizens. Some of them are below:
- The introduction of the constitution is displayed at the entrance of the college and it is visible to all the students and staff members. The essential rights and duties, National Anthem, Citizen's Charter and Pledge, etc. are shown on the campus. It replicates the strong connection of the students, employees, and citizens towards the values of the Indian Constitution.
- Our college has organized various programs covering independence of expression, ideas, and thoughts in which the students can obtain the courage to communicate their thoughts and ideas. Various staff members deliver lectures on national unity, constitutional obligations, and social harmony in the college and town.
- The college organized a massive rally throughout the Dharamjaigarh town to spread the message of 'Social Equality. The National Unity Day is also celebrated every year in the college on the occasion of Sardar Vallabhbhai Patel's birth anniversary. On this day 'Pledge of Unity', 'Ekta Rally' is organized in the college and Dharamjaigarh town.
- To make the students aware of various consumer laws and rights, every year 'Consumer Day' is celebrated on 24th December.
- The Voter's Day, International Yoga Day, Legal Literacy, Freedom of expression programs had been conducted by the college from time to time.
- The college organizes a program on constitution day. The program aims to be aware of constitutional obligations: Values, Rights, Duties, and responsibilities of the citizens. On this occasion lectures of the Principal, staff members, and students are organized. On the occasion of the constitution day celebration, the Principal stated that our constitution provides all citizens the values of human dignity, equality, Social justice, Human rights and freedom, equity and respect, and superiority of constitution in the national life.
- The oath of saving constitutional values was taken. The lecture on abiding by fundamental rights and fundamental duties is stated.
- Every year on National day (The Independence Day and The Republic Day), the National flag of India is saluted and a cultural program celebrated by students. The national song is also sung on this occasion.
- To enhance our democracy some ideas are also done. For example, the Voter awareness program, i.e., SVEEP is organized by the college. Rally, Oath, Competition, etc. are organized by the college. Every student is motivated to take part in voting. The NSS unit of the college celebrates National voter's day on 25 January every year.
- The students and college staff are also engaged in the conduct of local elections like-Gram Panchayat, Nagar Panchayat, and Legislative. They are also given duty in population counting, vote-counting, and preparation of Voter ID card training, etc.

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: A. All 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:

India is well recognized for its festivals and cultural assortment. The college facilitates students to connect with the cultural inheritance and connect with their origin, by inculcating the magnitude of security, conservation, and dissemination of Indian traditions. It also enthusiastically contributes to the 'National Flagship Programmes' approved by the UGC, University, and the local Govt. offices. International commemorative days are also celebrated with enormous enthusiasm.

The college pays compliments to all the national champions on their Birth and death anniversary. The occasion is followed either by lectures, public meetings, or the contests like singing, wallpaper, rangoli, etc. The college arranges activities on these days of national consequence to consider the events or contribution of our leaders in formation the nation and imbibe ethical and decent activities of students in their skilled and individual lives.

International Commemorative Days –

- 8 March: International Women's Day
- 22 March: World Water Day
- 22 April: International Mother Earth Day
- 23 April: English Language Day
- 1 May: International Labour Day
- 5 June: World Environment Day
- 21 June: International Yoga Day
- 11 July: World Population Day
- 8 September: International Literacy Day
- 2 October: International Day of Non-Violence
- 1st December: World AIDS Day
- 10th December: Human Rights Day

National Commemorative Days –

- 1 January: Happy New Year
- 12 January: Yuva divas

- 12th January: The birth anniversary of Swami Vivekananda
 - 14 January: Makar Sankranti
 - 23 January: Netaji Subhash Chandra Bose' Birth anniversary
 - 26 January: Republic Day of India
 - Holi
 - 14 April: Dr. Babasaheb Ambedkar' Birth anniversary
 - 23 July: Forest Conservation Day
 - 15 August: Independence Day of India
 - 5 September: Dr. Sarvapalli Radhakrishnan' Birth Anniversary celebrated as Teacher's Day
 - 24th September: NSS day
 - 2 October: Mahatma Gandhi & Lal Bahadur Shastri' Birth anniversary
 - 31 October: Sardar Vallabh Bhai Patel' Birth anniversary, National Unity day
 - 14 November: Pandit Jawaharlal Nehru' Birth Anniversary celebrated as Children Day
- Our college celebrates commemorative days, Jayanti, and festivals in a healthy environment. Two national days, i.e. Independence Day is held on 15 August, and Republic Day is held on 26 January every year. In this program, all the freedom fighters are respected by the Principal, staff members including teaching and non-teaching staff, class-C and D workers, and Students. The NSS team of the college gives salami every year to the national flag.
- Happy New Year and Holi are two other festivals celebrated among teachers and staff. Every student celebrates these festivals. Some students present slogans, songs, or lectures on this occasion. In the Holi festival students, teachers, and staff decant colors and Gulal to each other.
- Yuva day and NSS day are the other two events in which students gather in a room and give slogans, lectures, or songs. Some competitions are also held.
- On National Unity day, students and teachers take Oaths for national unity.
- On International Yoga Day, all the staff and many students gather on the college campus. In this event, Sports in-charge and NSS in-charge do yoga practice of Yoga to teachers and students.

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:

1. Best Practice:

1. TITLE OF THE PRACTICE:

“Faithfull with All Interested Parties in the College, Extraordinarily with Students”

2. OBJECTIVE OF THE PRACTICE:

- To make college campus with a surrounding, this is free from any groupies of stock-holder
- To make a civilization of collaboration with our stockholders through the teaching on a college campus
- To teach students by maintaining their festival and cultural ceremony maintained with an educational organization
- To make a successful mutual bridge between culture and educational organization
- To build the education college grounds friendly with social concerns of students
- To educate humanity by integrating common teamwork between the students and the stakeholders.

3. THE CONTEXT:

- In the map of Chhattisgarh, the college is situated in the rural region of the west part of the state. This region celebrates its culture with all its festivals. There is no cultural diversity in the region of Dharamjaigarh Tehsil. Therefore, our college obeys the Chhattisgarhi culture and festivals. Unlike other parts of Chhattisgarh, there may be less cultural diversity in Dharamjaigarh Tehsil. Due to this scope, the college tries to observe some festivals with stakeholders. Another context of celebrating festivals with students is to maintain the culture and festival spirit of students, which is relevant in the present changing scenario.
- Our main purpose to select this idea for the best practice is that this region is an area of political and historical awareness. This fact influences and inspires students for their past and present. Dharamjaigarh Tehsil is also a historical place inspiring the students for their feelings of cultural spirit. The context of celebrating festivals with students and staff is to maintain the culture and festival of students and staff, which is relevant in the present changing scenario.

4. THE PRACTICE:

- The uniqueness of the practice chosen is very relevant not only in the context of society and students but also in the context of education. It may be a fact that the student can perform better in their home environment than in an unknown environment. This cultural gap generates frustration between students and society, or between students and their family relations.
- Our selected practice may make some of us feel that what or whether we are giving to students is meaningful or not? But we think that we are giving a vision to other HEI to adopt this idea and see its result.

5. EVIDENCE OF SUCCESS:

- This practice is fruitful, result-oriented, and can be seen from the data that there is no case of critical type grievances like indiscipline, anti-ragging, and sexual harassment on the college campus since the date of opening of the college. There is no registered case of ragging, sexual harassment, or discrimination with weaker students of society and girl students for the last 14 years. There is no data of FIR registered in police stations against staff, workers, teachers, or among students.
- Further, there is no data of mutual quarreling or groupism among students seen in the last 14 years in this college. This is the strength of growing the college in a dynamic way, which experience and undergo nearly in its 14 years of establishment of the college.

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

- All teachers and staff members try to go and to attend the cultural ceremony (like marriage, birth-

day/new year's day, etc.) or the festivals invited by the students. For arranging the fund to celebrate the ceremony or the event, teachers and staff members collect amounts, if needed.

- In some cases, staff, as well as students, collect personal amounts to help the problematic and needy students. The college doesn't keep any record of such financially-helped students, because it seems an unethical practice of keeping records by staff members and students, who helped them personally.
- The staff members go to the marriage ceremony of students, family members of staff, or other stakeholders. A collective gift is presented which is not recorded obeying the privacy of the invitee.

7. NOTES (optional):

- The implementation of best practices of our college is an induction for other colleges because the challenge of securing culture and festivals is a bigger responsibility. Education with following ethics was never challenging before today.

2. Best Practice

1. TITLE OF THE PRACTICE:

"Donation of Education with Quality Excellence"

2. OBJECTIVES OF THE PRACTICE:

- To expand the education in rural areas by the college students.
- To be aware of NSS students with social issues regarding school education.
- To end the distance between school education and college education.
- To educate rural children with the help of college and NSS students.
- To develop the personality of NSS students through the activity in education.
- To fill the gap in those subjects in which the school children are weaker.

3. THE CONTEXT:

- The college student comes from those villages and rural areas where there is a lack of school teachers. The school student can't study all subjects, especially English in school due to the lack of teachers. Even they can't afford home tuition. Due to this reason, the children were weaker in school education. This was observed by the NSS unit of the college and the NSS unit decided to **"Donation of Education with Quality Excellence"** in these rural schools. From this step, NSS students can help children in their education.
- The aim of the NSS unit is to develop an all-around personality through social service. The **Donation of Education** is also a social service for NSS students. By participating in this activity, the student can develop their personality also and serve the education to poor students of the society. Participation in the **Donation of Education** is a part of their activity in NSS and daily routine. Due to this scheme, they full their criteria of getting the B-certificate. The NSS-"B-CERTIFICATE" is useful for college students in various fields.

- In such a situation, the school education and NSS students helped each other to educate the school children in weaker subjects and there is no subject teacher in the school. The NSS students go to their own villages to teach in their vacant time. Sometimes they teach them on Sundays or holidays.

4. THE PRACTICE:

- NSS students decided to select to teach school students for their NSS activity. For this aim, they talk with the school administration in their villages. NSS students teach children in their vacant time and even those days when they do not go to college. Some of the students also teach on Sundays or holidays. Also, school teachers provide suitable time by adjusting their periods. Those subjects are taught by students in which there were no teachers due to this practice, children covered their poor subject syllabus.

5. EVIDENCE OF SUCCESS:

- NSS students get their B-Certificates after presenting an oral and written exam for their activity. The **Donation of Education** joined NSS students got their B-certificate mentioning these activities. Also, there are photographs below, indicating the teaching in schools. A panel of interviewers for B-certificate is formed every year, and their members select NSS students for the certificate. **Donation of Education scheme joined** NSS students succeeds to get these certificates.

6. PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

- There were so many problems, which the NSS unit encountered, and finally, they succeeded in it. Some of them are to select those schools where there were no teachers. Another problem was to settle the timetable for teaching by NSS students. Another problem was the selection of such NSS students who lived in the same village for the **Donation of Education scheme**. Another problem was to indicate the school management get to ready for it.
- The resources for the scheme are the NSS students. They were selected such that they can teach in their vacant time and holidays in nearby schools in rural areas.

7. NOTES (optional):

- NSS students collect the photo of teaching the school students to put in their records. Some records are kept by the NSS unit. The interest and satisfaction of NSS students feel them they make successful human beings in their life.

File Description	Document
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:

OUR VISION-

"Our Vision is to create and sustain an institute par excellence dedicated to value-based education that juxtaposes professionalism with humanism, Meeting global challenges is possible with quality education, and to follow an unending mission for the ever-expanding landscape of knowledge."

Mission

- To provide quality education and encourage creative exploration making use of Information Communication Technology.
- To empower the youth generation to transform challenges into opportunities.
- To promote and develop balanced, harmonious, law-abiding, and concerned citizens.
- To expand the range of courses/subjects for the students.
- To make students responsible citizens towards the country and society.
- To promote academic excellence and skill development so as to prepare them for the challenges of the outer world.

We fulfil our Vision, Mission in the *Mission mode*, which are determined by this HEI

- Govt. Arts, Science, and Commerce College, Dharamjaigarh is the only HEI in the Dharamjaigarh tehsil to cater to the educational needs of nearby local rural students. 10 acres of land of the college is donated by the local landlord family. Therefore it's the moral responsibility of the college to make hard efforts to empower and educate the nearby rural youth generation and pay back something to the people. For this, IQAC and all stakeholders are regularly working through various programs and activities. A good benchmark of college success is the configuration of its behaviour and initiatives with its vision and mission.
- It has mentioned in its vision to educate the browbeaten students of the society. In the present, the college's mission is to facilitate students to develop into enhanced human beings with the potential to transform within. The admission policy of the college also is reflective of this broad vision. The college is strongly committed to the development of youth and the history and culture of the town Dharamjaigarh region.
- The College is expanding its infrastructural facilities with the changing time. Every stakeholder feels free to suggest ideas for the development of the college. The college promises to empower rural youth with quality education.
- Our college aims to embolden the talent of students and let them emerge. This can be achieved only through the systematic education that college is providing.
- This institution was established in 2007. The aim of starting the college in this rural area was to provide an opportunity to the rural tribal students of this area, especially the rural girl students to pursue higher education for their development and progress of the family.
- It is to be noted that two-thirds of total enrolled students are girl students. So, in accordance with

the mission statement, the college gives disclosure to the girl students to obtain an opportunity to contribute to all curricular, extracurricular, and extension activities very enthusiastically. This is done by various committees, e.g. through the NSS, IQAC Cell, Women Cell, Student Welfare Committee, personality development program, career counselling committee, etc. The programs for the students get a stage and platform to develop their academic as well as their character, professional, educational, social consciousness, and responsiveness.

- Various teaching-learning methods like Group-Discussion, Peer Teaching, Quiz, Participative Learning, and develop specific capabilities in the students. Extension activities in the college merge human values in them, students learn the value of time and discipline with the time-bound process of the Annual Academic System and also increase their efficiency. Various distinguished personalities are called by the Career Counseling Cell to address, motivate and guide the students. These programs encourage students and help them to set their goals. These programs help students explain how to overcome the stress of students as well as day-to-day life. Co-curricular and cultural activities organized in the college helps to explore & demonstrate their talent.
- Women's Empowerment: Women's Cell gives opportunities to women for freedom or power to live the approach which they desire by women's Empowerment. This is significant for women to recognize themselves with self-confidence & respect. During graduation, the college mentors them adhering to the core values of the college, and make them competent enough to develop knowledge, undergo persuasion, communicate healthily, and have skills that give them an opportunity of employability.
- Skill Development: It is defined as an expression to get better your capacity, capability to complete work, get improved your skill, and to be able to complete whole a task with higher rates of achievement at the right time.
- The college has tried to believe in skill development during their courses so that students will be prepared with the excellences that enhance their internal capacity and chances of employability. Therefore, this gives a system for financial freedom.
- Low-cost education is successfully implemented: The admission fees, tuition fees and examination fees of the students are very low as per the Chhattisgarh government. It is in the range of nearly Rs.3000/- to 5000/- per year. According to the Chhattisgarh Government's rule, there are no tuition fees for girls, SC, and ST students. Therefore, low-cost teaching is effectively implemented in this college. Also, nearly 80% of economically and socially backwards-class students apply for government scholarships like BPL, Post-metric, and other scholarships.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

- In the beginning, the college was affiliated with Guru Ghasidas Vishwavidyalaya, Bilaspur till 2010. Later on, it was affiliated to Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur (CG) from 2009-10 to 2021-22, and from 2021-22 it is affiliated to Shaheed Nandkumar Patel Vishwavidyalaya, Raigarh, Chhattisgarh.
- The college has been recognized by UGC u/s 2(f) since June 2018. This College is registered in AISHE by MHRD, and the College code is C-22341.
- The college has worked in all areas to create working surroundings beneficial to all its stakeholders. Whether it is the security and safety of the girl students or the facility of Day Care Centre for the female staff. The enclosure of the Divyaang students in all the activities of the college and their effortless entrée to all their places of need have been ensured.
- The initiatives of the college stimulate moral and spiritual values amongst the staff and students and the College Campus. Sports and Cultural activities have been promoted in the college; consequently, college students brought success in Athletics and extension activities.
- Fulfilling its social responsibility, our college has adopted nearby villages and organized Cleanliness programs, Blood Donation Camps, Road Safety Awareness Programs, awareness rallies, etc. have been conducted.

Concluding Remarks :

- In the journey of the development of the college, the college has gone across a long and difficult journey from a humble DIET building in 2007 with only two rooms to an extensive abundant green campus spread over an area of 10 acres. The college has progressed through the construction of 13 rooms by the financial aid provided by PWD. The college building was inaugurated in October 2010.
- The college offers quality education and works for the holistic development of the rural students Our future plan is to create the college as a distinction of Education in our University and in the district as well-as state.
- The institution is running in its entire perspective by overcoming diverse preliminary lack of amenities and the need for regular faculty members. Our institute fulfills a reference entirely that: "An organization is shaped & developed not by the building structure, but by the feasible of the staff members working inside the college."