



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	GOVERNMENT KAVYOPADHYAY HIRALAL COLLEGE, ABHANPUR
Name of the head of the Institution	Dr. B. S. Chhabra
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	07712774844
Mobile no.	9425256592
Registered Email	gkhc.abhanpur@gmail.com
Alternate Email	aruprakash_669@yahoo.in
Address	Rajim Road, Kathiya Mod
City/Town	Abhanpur
State/UT	Chhattisgarh
Pincode	493661

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Rural																
Financial Status			state																
Name of the IQAC co-ordinator/Director			Dr. Arun Prakash																
Phone no/Alternate Phone no.			07712774844																
Mobile no.			9424204002																
Registered Email			gkhc.abhanpur@gmail.com																
Alternate Email			aruprakash_669@yahoo.in																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			http://gkhca.in/aqar.php																
4. Whether Academic Calendar prepared during the year			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			http://gkhca.in/download.php																
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.07</td> <td>2018</td> <td>02-Nov-2018</td> <td>01-Nov-2023</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.07	2018	02-Nov-2018	01-Nov-2023
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.07	2018	02-Nov-2018	01-Nov-2023														
6. Date of Establishment of IQAC			01-Dec-2014																
7. Internal Quality Assurance System																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td>Lecture on enhancement of quality in higher education and</td> <td>09-Dec-2019 1</td> <td>120</td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	Lecture on enhancement of quality in higher education and	09-Dec-2019 1	120					
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries																	
Lecture on enhancement of quality in higher education and	09-Dec-2019 1	120																	

astrophysics		
Lecture On Quality of Education & Intellectual Discipline	16-Sep-2019 1	150
Workshop On Intellectual Property Right	02-Mar-2020 1	38
Workshop On Quality Enhancement in Higher Education	29-Feb-2020 1	40
Workshop on Enactment of Quality in Higher Education	20-Feb-2020 1	43
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Higher Education Of Chhattisgarh	salary	Higher Education Of Chhattisgarh	2019 365	33637518
Higher Education Of Chhattisgarh	Contingent	Higher Education Of Chhattisgarh	2019 365	25739
Higher Education of Chhattisgarh	Electricity	Higher Education of Chhattisgarh	2019 365	176020
Higher Education of Chhattisgarh	Books	Higher Education of Chhattisgarh	2019 365	109200
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities	No

during the year?	
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
# Proposal of new courses in the College viz., B.Sc. (Computer Science) , M.Com., M.Sc (Botany) # ICT Tools Techniques is being promoted for Teaching learning purpose # Blood Donation Sickle Cell Check up Camp were organized # Students were asked to do Project work in different subjects # Various lectures on academic quality IPR were organized	
No Files Uploaded !!!	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
# Proposal of new courses in the College viz., B.Sc. (Computer Science) , M.Com., M.Sc (Botany) # ICT Tools Techniques is being promoted for Teaching learning purpose # Blood Donation Sickle Cell Check up Camp were organized # Students were asked to do Project work in different subjects # Various lectures on academic quality IPR were organized	# Proposal of new courses in the College viz., B.Sc. (Computer Science) , M.Com., M.Sc (Botany) # ICT Tools Techniques is being promoted for Teaching learning purpose # Blood Donation Sickle Cell Check up Camp were organized # Students were asked to do Project work in different subjects # Various lectures on academic quality IPR were organized
Time Tables are designed for regular classes	Regular classes are held
ICT Tools Techniques is being promoted for Teaching learning purpose	Maximum Teachers are trying their best to implement it
Students are motivated to actively participate in academic and non-academic activities	Students are actively participating
Science club, & Commerce club are formed	Students interest in the subject is enhanced
No Files Uploaded !!!	
14. Whether AQAR was placed before statutory body ?	Yes
Name of Statutory Body	Meeting Date
IQAC cell	24-Nov-2020
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2020
Date of Submission	05-Mar-2020
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

1.1 To deliver curriculum effectively college follows a systematic plan, e.g.,

1. Meeting of every faculty and department in the beginning of the session where syllabus is discussed and its execution is planned. Since all the departments are having single faculty, except commerce and Hindi, different units of syllabus are classified according to its feature. Simple topics are taught differently and relatively difficult topics are taught with special attention.
2. Number of classes are decided according to the content of the syllabus.
3. Well conceived time table is prepared in the beginning of the academic session and semester for both UG and PG classes.
4. All teachers prepare their monthly teaching plan in advance which is duly approved by the principal also.
5. All faculties prepare their lesson plan according to syllabus and class assigned to them.
6. Classes are held regularly according to scheduled time table under the supervision of college administration.
7. For the effective delivery of curriculum several teaching methods are in practice, such as, a. chalk and talk method, b. ITC based teaching learning method, c. use of models and charts during lecture, e. distribution of prepared classnotes to students by faculties, f. group discussions among the students during the class, g. Submission of project and seminar presentation by students under the supervision of various subject teachers. Students are helped by teachers actively, h. Providing students proper and adequate instrumentation facility. Support is provided to students in their practical classes, i. field work and excursions are also carried at department level and students prepare project work and dissertation on the topic related to visit also. j. guest lecture by distinguished resource person and workshops by experts are also held, k. for the completion of syllabus in time regular assignments are given to students which help them to cover the syllabus.
8. For regular assessment of the students we have a mechanism of conducting regular class test, half yearly examination and pre final examination. Viva Voca of the students is done to keep a track record of their academic betterment.
9. For academically slow learners, we follow the mechanism of remedial and tutorial classes which help them understand the lesson rather easily.
10. The performance of the students in the class test and other tests, every subject teacher maintain their record.
11. For the academic execution of teaching learning plan, college administration is always alert and keeps an eye on the departmental activities and result of students.
12. College and departmental library caters the need of the students and help them in understanding the topic of the subject in depth. The library facilitates number of journals of science, arts and commerce which are subscribed. Also, the students can have an access to the knowledge pool through online web and video courses.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NIL	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Life skill program	28/08/2019	95
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NIL	Nil
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nil
Employers	Nil
Alumni	Nil
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Nowadays feedback has become a vital component of an organization or an institution in order to provide better service to the stakeholder or persons who avail their services. Our college is a very distinct institution of the area surrounded by aspiring rural people and we also seek feedback of the students every year. For this we gather the feedback manually by supplying

questionnaires to the students wherein they are asked to fill the questionnaires. At the same time, they are also asked to write down their free comments, suggestions, ideas, and opinion regarding their wishes and aspirations for better teaching- learning and other requirements from the institutions. Some departments have started PTM to seek the vision and aspirations of the parents also as they are also an important stakeholder. Their feedback are collected and analysed by our team which is shared to all faculties. Lastly it is reported to the principal. According to the feedback and suggestions received from the students, the faculties get insight as to where we need to improve in teaching- learning skills. Ultimately, necessary plan is made and action is taken to improve teaching- learning plan and physical infrastructure and facilities of the college to meet the need of the students and betterment of the institutions.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
PGDCA	Computer Science	40	270	40
MA	Political Science	40	70	40
MA	Hindi	40	80	40
BCom	BCOM	120	271	120
BSc	Maths	50	178	46
BSc	Biology	120	401	120
BA	BA	300	745	303
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1530	228	14	Nil	3

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
14	12	22	2	2	5
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No file uploaded.					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Nowadays mentoring is considered to be an important phenomena to shape the future of students. In this college mentoring system has been adopted and followed since 2012-13. In order to mentor students we focus their activities such as their punctuality, discipline, and participation in different activities. Mentoring keeps their regular monitoring as we try to understand their inbuilt capacity and their personal problems individually. In this process their capabilities is assessed and in shaping their destination. It helps them to inculcate the spirit and thought of the college and society. The main objective of mentoring are as follow: 1. To improve teacher- student relationships, 2. To monitor students regularity, discipline and punctuality, 3. Guiding them to choose right career according to their interest and capability, 4. Counselling solves there personal problem, 5. It enables parents to know the performance and regularity of the wards.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1758	14	14:125

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
15	14	1	Nil	13

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous internal evaluation is the best system to assess the performance and progress of the students of any institution. In this institution regular test are conducted in order to evaluate the progress and understanding the students. For this, unit test are conducted by all subject teachers and 3 best performed test marks are kept as a record. Similarly, quarterly, half yearly and pre final examinations are held for all subjects in which subject teachers prepare the questions keeping in mind the syllabus and the examination pattern of the university, i.e., Pt. Ravishankar Shukla university, Raipur. The university provides a time schedule in its academic calender. In order to follow the academic calender internal examinations are conducted by this college. The answer sheet of of the students are evaluated by corresponding faculties of their subject who set the question paper. In order to known their performance, answer book is shown to the students so that that can improve it in the main

examination, I.e., university examination. We practice this pattern of internal evaluation every year. The marks obtained by the students are recorded and kept by the teachers of the subject and sometimes parents are also invited during parent teachers me to to know the performance of their ward. Some undergraduate departments use to assign group projects to the students whereas post graduate departments give indivisible project to every student. Some departments evaluate their student by organizing debates, extempore, group discussion and seminar presentation. These all activities are done under the guidance of subject teachers. In this way, in this college continuous internal evaluation system helps the students to assess and understand their result which helps them improve in their university examination.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Regarding academic calendar, college follows the academic calendar provided and released by Pt Ravishankar Shukla University, Raipur at the onset of academic session. We adhere to this academic calendar which is circulated among the faculty members, non- teaching staff and among students also. The academic calendar demarkets a time framework for all sort of academic and cultural activities. As per universitys academic calendar, the faculties need minimum 180 working days classroom teaching. Similarly the academic calendar of our university asks the college to follow different non- curricular activities like sports, cultural, literary etc till December. Dates to conduct external examination is also provided and earmarked by University. The college follows academic calendar. All practical examination, theory examination and viva are conducted accordingly. PG classes too have well defined academic calendar. List of holidays, both national and state level, and local holidays are also adhered by us. Vacations of Dussehra, Diwali, Christmas and summer are properly described in the calendar which is followed by the college. The tentative dates of NSS activities and special camp is also allowed just like academic activities. In this way this college follows the academic calendar for the systematic arrangement of teaching and non teaching events of the college.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://gkhca.in/download.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://www.gkhca.in/download.php>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on IPR	IQAC	02/03/2020

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NA	Nill
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
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NA	NA	NA	2020	0	0	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2020	Nil	Nil	0
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NA	NA	Nil	Nil
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
AIDS Awareness	Govt. K.H. College, Abhanpur	various extracurricular activities	2	80
Career Guidance Programme	Govt. K.H. College, Abhanpur	Various lectures	4	150
Gender Issues	Govt. K.H. College, Abhanpur	essay competition	2	13
No file uploaded.				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	0	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LIBMAN	Fully	1.0	2020

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	30	1	1	2	0	4	9	10	0
Added	2	0	0	0	0	0	0	0	0
Total	32	1	1	2	0	4	9	10	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
109200	109200	25000	25000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The campus of any institution must be attractive and adorable because teachers and students spent much of their teaching- learning time in their campus. So its ambience must be very different and special. Maintenance of cleanliness, hygiene, and proper arrangements of this college comes directly under the supervision of the principal and a regular review is done by the team of principal and faculties. All office staff are assigned various duties for its maintenance. They look after equipments of the lab, water cooler, computer etc. which need repair, replacement. Maintenance of computers and other gadgets arises which is done immediately. Cleanliness of the campus is given the utmost priority. All staffs keep an eye on cleanliness of the campus. Faculties are made in-charge of different departments who report to principal and discuss the arising problems regarding maintenance of campus, equipment chemicals, stationery etc. Faculties and staff of Computer Science and PGDCA have been assigned duties of maintaining computer, their formatting, installation of software, upgrading software and cleanliness of computers etc. The office is responsible for the procurement of all sort of required stationary, equipments, gadgets, computers, computer table and chair, almirah etc. The laboratory in-charge particularly the lab technician looks after the lab and other supporting

staff helps the faculty in maintaining departmental lab. The NSS volunteers participate in the cleanliness of the campus very actively and regularly and they are always at toes to keep the campus hygienic and clean.

<http://gkhca.in/infrastructure.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Post- metric scholarship for SC/ST/OBC	1503	4941119
Financial Support from Other Sources			
a) National	NA	Nill	0
b) International	NA	Nill	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Career Counselling Cell	90	340	Nill	Nill
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

NA	Nil	Nil	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student council is a very important body of any educational institution because it shares innovative ideas and concerns with the administration, faculties and staff members as to in which direction they want to lead the institution for its betterment and dynamic growth of the students. Student Council is a well structured and official representative of students group in any institution. It is useful for the development of leadership quality among students in our democratic system. It is responsible for the identification of common problems of the students. It holds responsibility in organizing various activities of the college and acts as a communication bridge between college administration and students to propose various student activities before office, teachers and administration. It may further the academic and non academic activities and students aspiration also. It co-ordinates various activities of students of the college which in turn improves the institution by providing feedback to on various aspects to the faculties, college staff and principal so that administration gets insight of further development. To fulfill these objective president, vice president secretary and deputy secretary and class representatives are nominated or elected in this college according to the norms set by the higher authorities or the university. Union members actively participate in various academic, cultural, social and administrative

activities. Different committee has been set up for the growth and development of the students as well as college. In nutshell, Students Council has a vision and action plan to lead the organization to a new height.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The alumni association of an institution plays a pivotal role in shipping the institution, its direction, guiding principles, and vision as well as aspirations decides as to how their institution should be in future. Alumni association consists of both the old students and present students and it has a very constructive role in in guiding the future of an institution. This college has a registered alumni association. The registration number of this association is 122201821503, dated 11.09.2018. The association helps in strengthening the roots of the statute in the surrounding community by spreading its ideals. It provides better guidance to present student for their better future. Although our alumni association is new it has started taking concrete shape. No doubt, it will play a very constructive role in future.

5.4.2 – No. of enrolled Alumni:

41

5.4.3 – Alumni contribution during the year (in Rupees) :

3000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni association has organized a meet on 31.01.2020 and 30 new members got registered to the association. An interactive session was held during the meeting on 08.02.2020. New ideas and suggestions were exchanged and were planned to be implemented in the future for betterment of all students and college.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization, participative management and involvement of all stakeholders are the pillars of our institutional vision which envisage leadership development among the students. To conduct its function smoothly every employees of this institution are involved in planning and execution for the betterment of students and college. Decentralization is very important principle and participatory management is always stressed in the institution. Plans are made accordingly. We follow the following policies: Practice 1. The institution has formulated various committees under a senior and experienced faculty, other faculties are members of this committee. The senior most is the guiding person of this committee and collectively they act with a common decision and vision. They are in touch with IQ AC cell which conducts regular meetings where suggestions are discussed and approved with common envisage. Participation of all faculties and staffs in these communities are visible. Practice 2: The department of all subjects are instructed to formulate their annual plan at the beginning of the academic session. Regular meetings are held under the supervision of Principal who facilitates the staff and suggests how to work for the betterment of institution and the students. The faculty who wants to conduct or organize any programme in the department are free to propose to IQAC cell in a prescribed format which is given to all departments

at the commencement of the session and after completion they submit the details of the programme to IQAC cell. Practice 3: The college has an official What's App group where they share their ideas, vision and programs. They also share the photographs of the events and programs which helps in updating IQAC cell and the website of the college also.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Being a constituent college of Pt. Ravishankar Shukla University, Raipur, this college follows the syllabus which is developed and provided by the University. In nutshell, we basically follow the curriculum of the university which is also approved by the higher authorities of Higher Education Department of this state.
Teaching and Learning	Colleges are higher learning institutions and sometimes there occurs a gap between the knowledge of school students and the requirements of the college students. Considering this fact, at the onset of the session introductory classes are held in order to bridge the gap of understanding. The classes are held regularly which follows the time table of the college. students are assessed in the classroom test, unit test, quarterly exam, half yearly exam, and pre final exam. These exams are held according to the academic calendar provided by the University. Teaching- learning method is done in the classroom by chalk and talk method, classroom lecture, PPT presentation, use of LCD and teaching with the help of smart board. The final evolution of the students is done by the University in annual examination. Internal test helps the student to understand the pattern of question of the university. Experience of such examination helps them analyze their knowledge and writing skill. Quite often resource persons of different college or university are is requested to deliver a lecture on a particular topic which helps students. It is natural that there occurs both slow as well as quick learners in this college. Slow learners are and taught in some sort of remedial classes whereas

advanced learners are recognized. Both groups are motivated. The library helps them in learning process and understanding the topic in depth.

Examination and Evaluation

Every year the college follows the academic calendar provided by the university at the onset of the session to conduct internal, practical and final examination. After teaching international tests are conducted, e.g., unit test, quarterly test, half yearly test and pre final test. After evaluation the answer sheets are shown to the students and they are pointed out as to how to improve their answers in final examinations. Final examination is the responsibility of University. The internal examinations make student skilled in writing answer in a better way. So their answers get improved due to internal examination system.

Research and Development

This college is primarily offers undergraduate courses college and so it does not have any research facility. There is no research department as well. Last year two faculties of Commerce subject of this college were authorized by the University to become guide for M. Phil. and Ph. D. students and this year our college started M. Com. course. So it is expected that in future they will become full fledged guide. In nutshell, our main focus is to nurture and develop the undergraduate level student to understand the basics of the subject and become an aspiring and budding research scholar in future at university level. At present the ecosystem of college is not research oriented.

Library, ICT and Physical Infrastructure / Instrumentation

College has a good library with a large number of books and ICT and other facilities. Regular monitoring of these facilities is done by the Principal and concerned Librarian because it is that place where students come to learn with a dream. Students are given orientation programme at the beginning of the session as to how they can use these facilities at an optimal level. The library has a computer section also for the students. The college have applied the government for more computers and one more computer lab apart from existing one. We have also applied for

a seminar hall and science laboratory. These extra facilities are expected soon. whenever we get them it will strengthen the existing library network and system. One of the faculty members from the department of science has undertook a training programme for the maintenance of instruments of laboratories. Now she use to train the technicians of the laboratories of our institution which has improved their efficiency and benefited the institution over all.

Human Resource Management

This college always equips and encourages the teaching faculties and and teaching staffs to improve their skills and other related requirements. They are always encouraged to attend orientation course, refresher course, seminar and workshop. Some faculties have done online course like refresher course online. Favulty development program and other short turm programmms are available on swayam platform. These are also preferred by the teaching faculties. The use of technology improves quality of faculties routine work. It is very much required and this both teaching and non- teaching staffs undergo skill enhancement programme related to computer in the college also.

Admission of Students

The admission process of this college at UG and PG courses and diploma courses are well prescribed by the University time table. At U.G. level we offer B.A., B. Sc. and B.Com. and at P.G. level M.A. in Hindi Literature and Political Science is offered.We offer DCA and PGDCA also as diploma course. We follow the guidelines of this university for the admission. Also admission is done online. For admission merit is followed strictly. At the same time the college follows the norms of reservation for SC, ST, OBC, physically handicapped students etc. In this way, there is total transparency during admission of students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area

Details

Student Admission and Support

This college follows e- governance system for admission of the students. For this students go to the web link of University and fill up the form with the required documents and information.

After sorting their name merit and reservation category wise the College publishes the candidates name in college website. Then they come to the college with the hard copy of the university document and desired information, certificate etc. and other documents and submit it with required fee. In this manner we follow online system for admission of students.

Examination

In order to conduct examination we follow certain e governance practice. Students get their roll number and in their mobile and in the website of the University as well as college. They may print their roll number and admit card without coming to the college also so the examination. Similarly, result is displayed in the website of University and college. Students can have their final result and marks in their mobile also.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NA	NA	NA	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	ICT Orientation	ICT Orientation	16/10/2019	16/10/2019	10	4
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
14	14	13	13

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
As per Government Norms	As per Government Norms	Post-Metric Scholarship

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Both the financial management and resource mobilization are very important aspect of any organisation. This college has special arrangement for both internal and external financial audit from time to time. internal audit includes the utilisation of funds generated by Jan Bhagidari Samiti and also by self financing scheme fund Both are looked after by a certified Chartered Accountant. The audit utilisation of the fund received from UGC is also done by the CA. Regarding the fund received from external agencies, there is a mechanism of departmental audit which is done at different time by the Department of Higher Education and also by the officials of Accountant General Office.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Janbhagidari Samiti of the institution	1452500	Development of the institute and other contingent
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6.4.3 – Total corpus fund generated

1452500.00

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	Principal
Administrative	No	Nill	Yes	Various Committees of the institute

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Parent- Teacher meeting was organized by various departments of the college.
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6.5.3 – Development programmes for support staff (at least three)

Computer skill development for non-teaching staff dated 16.10.2019, 06.01.2020, and on 07.02.2020 were organized for their skill development.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Post Accreditation initiative: 1. After accreditation this college has mooted introduction of new courses for the students. We had proposed the higher authorities to start courses like B.Sc. in Computer Science, M Com., M. Sc. in Chemistry and Botany it is a matter of great satisfaction that from this academic session this college got approval from the higher authorities to start these forces. 2. Considering the large number of students and the limiting number of concerned faculty, the department of English has started an initiative of spoken English courses to limited number of students. It is highly required in this rural area also. 3. Considering the importance of environmental degradation and need for its upgradation, the students of this college are being made aware and sensitive to their environment. This college has focused to make this campus clean, hygienic and plastic free. Department of Chemistry has initiated several programmes to avoid plastic bottles and plastic items. Similarly the students of department of Botany use old and used plastic bottles for the plantation. Literary and cultural organisation of this college involve the students in making posters, slogans, essay writing, debate and other competitive activities for environmental consciousness among the students.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Essay competition on Vartman sandarbh me mahila utpidan avam kanun vyavastha	16/12/2019	16/12/2019	8	5

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Alternative energy Nowadays people are becoming aware of using more and more non- conventional energy. However, this institution have no alternative energy source. We use electricity provided by CSEB. Also, we have no initiative in this field. Nonetheless, we have replaced all traditional bulbs by LED bulbs in

order to reduce the energy consumption of the institution.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	14/11/2019	1	Blood Donation Sickle Cell Testing camp	Sickle Cell	40

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
As per Chhattishgarh Government Civil services conduct book	01/01/2019	All the administrative decisions and facilities given to the employees of the institution is based on rules of Department of Higher Education, Chhattisgarh

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Rashtriya Ekta Diwas	31/10/2019	31/10/2019	50
Water conservation and plantation	17/08/2019	17/08/2019	25
Various competitions on Hydropower conservation	24/09/2019	24/09/2019	35
Lecture on Human rights day	10/12/2019	10/12/2019	35
Lecture on Childs Right	14/01/2020	14/01/2020	50
Various competitions on AIDS Day	01/12/2019	01/12/2019	80

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The college campus has a botanical garden where many local medicinal plants are planted for studies as well as the greenery of the campus. The biodegradable waste collected from the campus are used to prepare organic as well as vermi compost, which is later used as manure. The college has provision for water harvesting. The plantation done by forest department in the college campus is being maintained.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. As a matter of fact this college is situated in an area which has abundance of sickle cell prone persons. It is a very distinct disease of this locality which is inherited from generation to generation. It is communicated among children by the parents. In order to make them aware of its cause, remedy and make them enlightened as to how to prevent this disease in affecting next generation. This college organizes free sickle cell checkup camp every year in collaboration with the Medical College of Raipur. Those who are diagnosed positively are referred to JN Medical College Hospital Raipur where free medical treatment is provided to all of them. Now we have started promoting the parents also to come and have a checkup if they are the carrier of this disease. At the same time, we motivate students to donate blood under the aegis of Red cross society. Lots of students donate their blood and now they are becoming aware that regular donation of blood is a healthy practice and the blood is replenished in the body very quickly. Blood donation and Sickle cell checkup has become a very unique practice of this college and it is a matter of great pride for us. 2. We have planted a small botanical garden in the campus of this college. It has small billboards displaying its botanical name and common name. Each hoardings display their medicinal utilization also it has aroused tremendous interest among the students who used to come and observe these herbs and plants keenly and with interest. This botanical garden looks pretty and a proud of our institution. 3. Another good practice of our college includes the healthy practice of making the students aware and participate to conserve their habitat and environment. Old plastic bottles are used to plant different flora by the students under the guidance of their teachers. Hanging such bottles could be seen outside the classroom and in the corridors. Plantation in the campus is also done during rainy season by the students of all and streams with zeal. The volunteers of NSS plant the tree very actively with the help of the teachers. They use to water them and protect them. Some students have brought soil from their field or courtyard, which make them emotionally attached to these plants. Several saplings and plants could be seen in the pots in the campus of the college. During summer these plants are protected when the climate becomes very dry and harsh. So in summer they are protected by the workers of the college.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://gkhca.in/photo.php>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

We always keep in mind the vision, priority and thrust area. This locality is surrounded by rural people who are from the agrarian society and by and large people lag behind modern education. So our main focus is the teaching- learning aspect. At inventory level the knowledge and the skill of the students who join this college from Higher- secondary school background are slow learners and

lack basics of the subjects. Some of them hesitate in expression both at writing and speaking level. So we try our best to let them know the facts, figures and basics of the subject. We hold regular class and we evaluate the students by holding regular class test. We encourage them to ask questions without any hesitation from the teachers in the classroom. We always motivate students to think out of the box and act for the betterment of their society and the area. We always interact with them. The role of college is mainly to provide a platform where they come to learn, grow and contribute positively to their society. Large numbers of students participate in extra-curricular activities eagerly. They also participate in cultural events is debate, essay writing competition, slogan, extempore, question- answer session etc. We encourage them to participate in mock test of competitive examinations. Multiple choice based questions help them prepare professional exam. This area is a distinct milieu of cultural events and students show their talent in cultural events of the college. They perform traditional folk song, folk dance and skits covering various topics of contemporary and burning issues. In this way this college is concerned for overall development of the students. We focus for their healthy growth as the citizen of this country.

Provide the weblink of the institution

<http://gkhca.in>

8.Future Plans of Actions for Next Academic Year

1. From next academic session the college is going to introduce new courses in B.Sc. Computer Science, M. Com. and M.Sc. in Botany. Last year we had requested higher authorities to start new courses in these subjects and after their approval we are going to start these courses from next session, 2. In order to boost teaching- learning practice we are going to sign MOU with different institutions in order to exchange faculties and students and thereby boosting academic activities. 3. To improve IT section and enhance number of computer and related gadgets we plan to ask the authorities for more fund. The number of existing computers needs to be increased and upgraded. There are two smart classrooms and we wish to add another smart classroom in the coming session. 4. For quality enhancement of faculties publication of research paper and online refresher courses likes SWAYAM has been stressed. 5. For quality enhancement of students we ponder to invite successful person and experts who have cleared various competitive exams to guide the the student as to how to prepare PSC, SSC, railway, banking services etc. 6. For hygienic and eco- friendly campus we plan to add another rainwater harvesting system and plantation of more sapling in the campus.