

SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

**GOVERNMENT KAVYOPADHYAY HIRALAL COLLEGE,
ABHANPUR**

**ON RAJIM ROAD, KATHIYA MOD POST OFFICE- ABHANPUR DIST. - RAIPUR
493661**

<http://gkhca.com/>

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

1. Introductory Note- Chhattisgarh started a fresh journey on the path of progress and as a result, education in general and higher education in particular came to limelight. Government focused on establishing new institutions and improving the physical infrastructure in the existing institutions. Remarkably this college is situated in a rural area having the majority of SCs and OBCs. It has also the privilege of having female students in majority. It also serves as an examination centre of a large number of private students also. No doubt, this college is destined to play a greater role in guiding and shaping the career of lot of local rural youth who may be trained to serve the local community and the mushrooming population of metropolitan city of Raipur. At the onset, the college had no personal building and was to run from a higher secondary school. However, in 2009 it was shifted to a newly constructed double storey building. Soon two class rooms, a seminar hall and a chemistry lab were built by extending the existing building. We were again very fortunate to add a new building with six classrooms in this session. Last year this college celebrated silver jubilee year. What is needed utmost is to take it to a new height of learning, knowledge and skill with ethically sound social value.

Vision

Vision- To create logically, emotionally and ethically a superior, transparent and interactive academic atmosphere in this college by promoting higher quality of teaching- learning process.

Mission

Mission- To help and empower students understand and imbibe the syllabus properly and perform well in examination and become professionally superior and develop a mature as well as self- nourishing personality with positive traits in order to make their future bright and as a consequence, handle the emerging issues of the changing world more efficiently.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Well established Government College of this locality with all popular streams, viz., Graduation in Arts, Science, and Commerce, Post Graduation in Hindi and Political Science and DCA & PGDCA.
- Good strength of students consisting of majority of SC, OBC and female students;
- Fulfilling long demand of the students of this locality two new computer based diploma courses of DCA as well as PGDCA was introduced in this college in 2016-17 with which this college has started taking a complete academic shape.
- Establishment of English language lab;
- Well qualified faculties with good teaching experience.
- With a very active sports officer the sports department has a good track record of achievements at sector, university and national level.

- Well equipped sports department for indoor and outdoor games and availability of synthetic Kabaddi mat.
- Dedication and emotional attachment of all teaching and non teaching staff with the students, and coordinated team work and harmony among them.
- Good physical infrastructure with a campus of 16 acre land and situated along the state highway, provides it an edge. Clean and green campus with good physical infrastructure and healthy academic environment.
- Very active and functional NSS and Red Cross Society.
- Facilities for students like potable drinking water cooler, separate toilet facilities for the girl and male students, computer and internet facilities.
- The library is automated with library management software and is the member of N-List consortium. It has a good collection of competitive books.

Institutional Weakness

- Poor teacher- pupil ratio.
- Student's affinity to rural background and remote area, their poor academic quality at the admission level and last but not the least, their lack of high aspiration and professionalism.
- Attraction of good students towards professional courses reduces the quality during admission.
- Insufficiency of modern teaching gadgets and ICT facilities.
- Insufficient teaching staff, lab technician and office staffs.
- Lack of hostel, staff quarter, auditorium, gymnasium and guest room.
- Deficiency in good track and field infrastructure.

Institutional Opportunity

- Having the prestige of being government college of New Raipur area which is the capital of Chhattisgarh.
- Well recognized and well established college of this locality.
- Offering all streams at graduation level.
- Potential of offering PG courses in various subjects of science, social science and commerce.
- Fit to get assistance of UGC and RUSA.
- Proximity of Raipur providing availability of good resource persons of all discipline.
- Possibility of collaboration with different institutions.
- Possibility to start more vocational and job oriented courses.
- Potential to assist rural youths gifted with sports and cultural talents.
- Ample space for futuristic infrastructure development.

Institutional Challenge

- Developing professionalism, communication skill and employability among students.
- Attraction of good colleges and university of Raipur for higher education.
- Trend of joining job oriented professional institution.
- Challenge to open vocational courses which could provide job to local youth in formal sector.
- Enhancing academic quality of the students of rural and poor background who joins the college with

poor quality of education as the schools fail to keep pace with rapid changes in academic field.

- Challenge to elevate the overall personality and confidence of the students.
- Inadequacy of fund for burgeoning needs of the college as the number of intake use to increase every year.
- Fulfilling various teaching, non- teaching and administrative needs of the ever increasing number of students with limited number of personnel and resources.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College follows the prescribed syllabus of Pt. Ravishankar Shukla University, Raipur (Chhattisgarh). Well designed time table is followed for its implementation. The teaching plan is regularly monitored by the principal of the institution and it is given top most priority to complete the syllabus on time. With the establishment of computer lab and setting up of smart class teachers are using this media for teaching with lot of enthusiasm. Being a rural based college, the new method of teaching with the use of ICT is exciting for students as well. ICT is used for classroom teaching, presentation by students, showing career related academic as well as motivational lectures, showing practical demonstration etc. This year a special program called 'life skill' is introduced and periods are assigned in the time table. The college takes feedback every year from the students and a report of recommendation is prepared and uploaded in the website. This year it is planned to send the feedback received from the students regarding syllabus will be sent to the University for their reference.

Teaching-learning and Evaluation

The admission process is completely transparent as students take online admission where the whole process of admission is controlled by the higher education department. The reservation policy is applied with utmost care. Being a rural based college the students are more from the nearby villages, still some students from nearby city Raipur are taking admission in the college can be seen now. The teachers of the college tries to bridge the knowledge gap of the advance and slow learner students by simplifying topic and guiding specially to slow learners. Hand notes, internet materials and reference books are also provided. A digital English lab has been established in this session. To enhancing effective learning, students are encouraged to participate in various activities conducted by the departments like debate, group discussion, seminar, projects as well as various extracurricular activities. Project making and PPT presentation with the help of internet is a new practice. Now the facility of E -library is also available for the students. Teachers of various subjects use some innovative practice to teach their students. The college follows the academic calendar for the internal evaluation of the students. Record of each student appearing in the exam is kept formally by the concerned subject teacher. Examination related grievance is resolved on the basis of facts. Smart class rooms are used by the faculties to make teaching and learning interesting.

Research, Innovations and Extension

The institution has made all the stakeholders aware of code of ethics to ensure no malpractice and plagiarism in research work and its publication. Mainly graduation level teaching is offered in this college but all faculties except one have doctoral degree. One faculty has got UGC fellowship (JRF and SRF). Two national seminars

and a workshop have been organized by this college. One of the seminars was interdisciplinary where both chemistry and botany was involved. Teachers of the institutions regularly attend seminars and workshops and contribute their research papers.

The institution have made collaboration with NGO's who are interested to work for the improvement of students focusing on academic as well as personality development. The NGO J.C.I have already organized five days workshop on personality development in the college with whom M.O.U will be done in March as per their policy. The process for more M.O.U's is under process which is expected to be finalized soon.

The institutions have conducted one day workshop on **"Intellectual Property Rights Awareness"** where teachers from other institutions also attended other then the faculty and students of the college. The resource person was a senior scientist from CGCOST.

Infrastructure and Learning Resources

At present there are 16 classrooms, 8 laboratories, 1 computer room, 2 rooms fitted with smart board, an English language lab, 1 examination cell, 1 staff room, 1 principal's room, 2 office rooms, 1 girl's common, 7 washrooms, 1 play ground and 2 vehicle stands. The library contains sufficient books, subscribes a few magazines, journals and newspapers. Automation of library and provision of wi fi facility, e library facility and a reading hall are other features. There is a large field where field and track events and outdoor games are held. ICT facilities of the college include 30 computers in the computer room with internet facility. Two rooms are fitted with smart boards and there is an English language lab also. Building of the campus is maintained regularly by PWD.

Student Support and Progression

The college has bodies like anti ragging committee, guidance cell, grievance redressal cell, career counseling cell etc. SC, SC and OBC cell monitors their scholarship issue. Stationery is provided to such students under government scheme. There is a book bank for ST students while library contains a large number of books to support them. Students participate in social, cultural and sports activities. Active guidance is provided for their higher studies according to this capability and temperament and some of them join university or other college for courses like M. Sc., B.Ed, B.P.Ed. etc. The institution has organized Alumni meet in 2014 in which many pass out students attended. It was discussed in the meeting how the institution can improve its teaching quality. This year also there is a planning to organize alumni meet very soon. Alumni meetings are conducted regularly by the responsible faculties.

Governance, Leadership and Management

The college administration is transparent and proactive. The Principal of the institution have a great vision for taking the college to new heights. Under his leadership the strength of the college has increased from 400 to 1700 regular students and three new courses were introduced in last seven years. Addition of new courses like M.Com and B.Sc (Computer Science) is under process which is expected to be introduced in the coming session.

Construction of classrooms, laboratories, seminar hall etc is materialized as per the vision. The administration

is decentralized where various committees have been formed with senior faculties as coordinators.

In accordance with creating a good academic ambiance greater interaction between teacher and students is promoted through qualitative learning and career counseling with administrative transparency. The college pays attention to the feedback of students. Leadership is encouraged through student's union, NSS, Red Cross, sports and cultural activities. The IQAC cell has taken several measures to enhance its quality.

Institutional Values and Best Practices

For safety and social security of female students, special counselling by senior lady professors, girl's common room, exclusive toilets and CCTV camera etc. has been arranged. To prevent ragging in the campus, *Anti Ragging Committee* has also been constituted. A *Gender Equity Cell* has also been constituted in this college. '*Environmental Studies*' is taught to the first year students of all streams during graduation. It is mandatory. Only solid waste is produced in the college which is thrown in the dustbins kept at various places in the college including verandah, staff room, office, laboratory, library etc. The waste is disposed regularly at a distant place in a pit. The water which is wasted while using water cooler is used by pouring it in the flower pots and plant. We don't face the problem of E- waste. Most popular mode of communication of the students of this college is public bus and bicycles. There are pedestrian friendly roads and pavements in this campus. Walking is preferred by both the students and faculties. The college has started cleanliness drive and plantation by the students. Planting saplings in flowerpots displaying their botanical as well as popular name on the pot has also been initiated. To enhance quality education the college has started smart board education in teaching selectively. As per our vision students of this college are exposed to career counselling and training programmes regularly. General knowledge test is also held regularly.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	Government Kavyopadhyay Hiralal College, Abhanpur
Address	On Rajim Road, Kathiya Mod Post Office- Abhanpur Dist. - Raipur
City	Abhanpur
State	Chhattisgarh
Pin	493661
Website	http://gkhca.com/

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Dr. B. S. Chhabra	0771-2101816	9425256592	-	gkhc.abhanpur@gmail.com
IQAC Coordinator	Arun Prakash	-	9424204002	-	aruprakash_669@yahoo.in

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	23-07-1989

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

State	University name	Document
Chhattisgarh	Pt. Ravishankar Shukla University	View Document

Details of UGC recognition

Under Section	Date
2f of UGC	29-08-1996
12B of UGC	29-08-1996

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

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

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	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	On Rajim Road, Kathiya Mod Post Office- Abhanpur Dist. - Raipur	Rural	15.8	2184

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	BA, Arts	36	Intermediate	Hindi	300	300
UG	BSc, Science	36	Intermediate	English + Hindi	170	157
UG	BCom, Commerce	36	Intermediate	English + Hindi	120	120
PG	MA, Hindi Literature	24	Graduation	Hindi	40	40
PG	MA, Political Science	24	Graduation	Hindi	40	40
PG Diploma recognised by statutory authority including university	PGDCA, Diploma In Computer	12	Graduation	English + Hindi	40	40

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				15			
Recruited	0	0	0	0	0	0	0	0	2	12	0	14
Yet to Recruit	0				0				1			
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				11
Recruited	9	2	0	11
Yet to Recruit				0
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				3
Recruited	2	1	0	3
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	11	0	13
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	2	12	0	14

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	1	0	3

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	1	0	1

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
PG Diploma recognised by statutory authority including university	Male	19	0	0	0	19
	Female	21	0	0	0	21
	Others	0	0	0	0	0
Diploma	Male	23	0	0	0	23
	Female	17	0	0	0	17
	Others	0	0	0	0	0
UG	Male	690	0	0	0	690
	Female	853	0	0	0	853
	Others	0	0	0	0	0
PG	Male	49	0	0	0	49
	Female	88	0	0	0	88
	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	239	192	193	196
	Female	271	232	235	220
	Others	0	0	0	0
ST	Male	29	30	30	23
	Female	38	35	32	29
	Others	0	0	0	0
OBC	Male	470	379	353	294
	Female	514	445	430	391
	Others	0	0	0	0
General	Male	18	13	7	12
	Female	24	17	16	22
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1603	1343	1296	1187

3. Extended Profile

3.1 Programme

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

Response : 7

Number of self-financed Programmes offered by college

Response : 2

Number of new programmes introduced in the college during the last five years

Response : 3

3.2 Student

Number of students year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1603	1343	1296	1187	1007

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

2016-17	2015-16	2014-15	2013-14	2012-13
1225	1177	1159	1086	1086

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

2016-17	2015-16	2014-15	2013-14	2012-13
407	331	311	268	182

Total number of outgoing / final year students

Response : 1499

3.3 Academic

Number of teachers year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
20	21	21	21	14

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

2016-17	2015-16	2014-15	2013-14	2012-13
15	14	14	14	14

Number of sanctioned posts year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
15	15	15	15	15

Total experience of full-time teachers

Response : 241.2

Number of teachers recognized as guides during the last five years

Response : 1

Number of full time teachers worked in the institution during the last 5 years

Response : 15

3.4 Institution**Total number of classrooms and seminar halls**

Response : 17

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

2016-17	2015-16	2014-15	2013-14	2012-13
55.2861	115.7400	55.6936	6.7897	35.6904

Number of computers

Response : 43

Unit cost of education including the salary component(INR in Lakhs)

Response : 18985

Unit cost of education excluding the salary component(INR in Lakhs)

Response : 3449

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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:

1.1.1 Effective Curriculum Delivery

Being an affiliating college, the college has to follow and adhere to the prescribed syllabus approved and provided by Pt. Ravishankar Shukla University, Raipur (Chhattisgarh). In order to ensure the curriculum delivery effectively our institution follows well designed and specific time table for all three faculties, M.A. and P.G.D.C.A. as well as D.C.A. in a logical and judicious way. Syllabus of every subject is divided into several units in general which is taught according to the approved time table within the stipulated framework. Since the delivery of designated syllabus is an important component of teaching-learning progression, the focus on the delivery of syllabus in time is of utmost important for us. Well timed execution of teaching plan is always kept in mind. Since practical paper is common with the subject of Science and Geography, extra attention is required while completing the syllabus of these papers in fixed time. Laboratories of science subjects help students pursue their practical lessons. While teaching theoretical paper, each paper is divided into units which are further subdivided into well split lessons and every lesson is taught in well pondered duration or credit. Such split of syllabus at micro level teaching helps maintain completion of syllabus and academic progression in desired timeframe.

Recently we have started use of ICT in teaching also with the help of computers, smart board, projector, digital English lab, e library etc to deliver the Curriculum effectively.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 2

1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	0	0	0

File Description

Document

Details of the certificate/Diploma programs

[View Document](#)

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response:** 1.43

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	1	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility**1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years****Response:** 42.86

1.2.1.1 How many new courses are introduced within the last five years

Response: 3

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**Response:** 50

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 3

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**Response: 1**

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

2016-17	2015-16	2014-15	2013-14	2012-13
80	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum****Response:****1.3.1 Institution integrates cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum.**

The curriculum of B.A. B.Sc. and B. Com. contain Environmental Studies which is taught in the first year. It is a mandatory subject and sustainable development is also included in the syllabus. Business ethics is taught to the students of Commerce.

Course	Subject	
Bachelor of Arts	Environmental Studies	
Bachelor of Science	Environmental Studies	
Bachelor of Commerce	Environmental Studies	
Bachelor of Commerce	Business Ethics	
Bachelor of Arts	In Sociology as a part of syllabus gender issues	

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years**Response: 1**

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 1

File Description	Document
Any additional information	View Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 22.9

1.3.3.1 Number of students undertaking field projects or internships

Response: 403

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed**D. Feedback collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
URL for feedback report	View Document

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Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
List of students (other states and countries)	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 68.16

2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1603	1343	1296	1187	1007

2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2010	1930	1900	1780	1780

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 97.99

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

2016-17	2015-16	2014-15	2013-14	2012-13
1225	1177	1159	1086	977

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, after admission and organises special programs for advanced learners and slow learners

Response:

2.2.1 Advanced and slow learner

This college follows government norms in admission with neutrality. As a result, both advanced and slow learners get admission in the college. The institution is well aware of the fact that the students coming to the college for higher education are not of equal levels, some may be quick learner while some need special care and attention.

In the beginning a few introductory cum counseling classes are held by the concerned subject teacher to make the students aware of the demand of the subject. The College tries to bridge the knowledge gap of the students in various ways and thus enables the students to cope up with opted subjects. The teachers teach them even one on one whenever they ask for guidance in extra time separately during tutorial classes. Topic is simplified for them and writing properly in examination with the help of sketch, diagram, data and graph etc. are specially conveyed. To create interest interesting topics are taught in the beginning instead of complicated one.

Academically slow learners are identified by their performance in the class tests and internal assessment which is held regularly. The differences become clear after the first unit test. In order to bridge the knowledge gap the subject teachers keep a vigil on both types of students.

Special courses and enrichment programmes such as personality development, communication skill development etc. are also organized for such students.

The Students scoring good marks i.e. advance learners are motivated by special recognition and are encouraged to help such class fellows facing difficulties. They are exposed to reference books of the

library, e- learning materials and useful websites on related topics etc. They are made aware of various competitive examinations also to boost their professional career.

Internal test is conducted regularly and the students, who lag behind, are given special attention.

The students who belong to quick learner category are given responsibility to lead the class. Various competitions are also organized regularly in the college which provides greater exposure and helps them indirectly to gain confidence due to which they are motivated to participate in various events of the college and where the motivated students show their inherent talent. It also boosts learning confidence indirectly. In this way both the slow and fast learners are paid equal attention in the institution.

A digital English lab has been established from this session (2017-18) which would enable students particularly advanced learners to understanding the technicalities and phonetics of English language.

Department of commerce and science organizes PTM where parents are briefed about their ward and also in which way they can help them to concentrate on study.

Group based projects are being given in the chemistry & Commerce department where slow and advance learners together have been given task related to analytical, synthetic, and making of cosmetic products. Such project facilitates the tendency to work in a group and enables the slow Lerner to come out from their hesitation.

2.2.2 Student - Full time teacher ratio

Response: 97.78

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0

2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	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:

2.3.1 Students Centric Method-

For enhancing the learning experiences various student centric methods has been designed as effective ways of grasping the desired knowledge.

Experiential learning method seeks the truth through personal and collective experience for which personal involvement is indispensable. Students are encouraged to share their perceived and real experience during classroom teaching related to that topic. Students are asked to perceive that class extends beyond the college where students get firsthand knowledge. Field trip or excursion is also a very powerful experiential learning method for the students of various disciplines. Last year Geography students of B.A. III year experienced urban and rural landscape and understood difference between them. The Commerce department takes its students to industrial and commercial sites. Science department takes its students to fields and sites to improve their knowledge about botanical plants and various insects and animals found in the field nearby the surrounding.

Participatory learning method- It requires participation of students as a seeker of scientific facts, natural laws or social theories wherein he or she tries to imbibe the theoretical knowledge into real life. Participation is either individual or collective and initially requires systematic training to understand the reality. Political Science department takes the students to the Vidhan Sabha every year during the Legislative Assembly session wherein students experience the proceedings directly, is an example of mute as well as collective participatory learning method. Student's participation is also visible in handmade poster, charts, model and power point presentation with the help of projector. Group discussion, role play and case study are also practiced.

Students give their presentation using power point in various departments (Chemistry, Botany, Zoology, Commerce, Economics, Geography) to boost their confidence and understanding of that topic.

Problem solving method- Quite often students confront various problems in perceiving and understanding the intricacies of the topic in the classrooms. Such academic issues are resolved by the concerned teacher in the classroom through guidance in simple, lucid and uncomplicated language, citing various examples. Topic related problems of the students are solved with the help of reference books, website, hand notes, group discussions, seminar etc. Illustrating the topic through models, charts and experiments also solve classroom problems of the students. Sometimes lecture by an expert of other college are also organized. Specialized seminars and workshops have also been organized in this college.

Group based projects are also assigned to students of various departments on topics other than their syllabus to enrich their problem solving capacity.

Experimental Method- Experiments are integrated with the subjects of science as practical papers. The students of science are taught the topics with lot of practical experiments in physics, chemistry, botany and zoology. Such experiments and practices act as a foundation stone of their skill and knowledge and in shaping their career. Practical paper has been included in geography syllabus also. To enhance the learning by experimental method department of chemistry has given some experimental projects apart from their syllabus on water and soil.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 66.67

2.3.2.1 Number of teachers using ICT

Response: 12

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 117.33

2.3.3.1 Number of mentors

Response: 15

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

2.3.4: Innovation and creativity in teaching and learning:

With the induction of modern gadgets, classroom teaching in this college is blended with some innovative mode of teaching. Introduction of audio- visual equipments, power- point presentation and project making

with the help of internet on computer by the students has added new dimension in innovative and creative process of teaching- learning.

Now facility of E -library is also available for the students of this college which open a wide range of knowledge based choice in selecting and preparing their audio- visual presentation. Students of chemistry form group and prepare theme based joint audio- visual project.

In Political Science department map of the world is used in teaching Topics like international relations and global spread of developed and developing countries.

Creativity is expected from the students of Hindi literature of PG class especially in the field of writing emotions and feeling in a creative manner. For this purpose a wall magazine 'Srijaan' fulfils their aspiration by providing them an innovative platform displaying poems, short stories, etc. both in Hindi and Chhattisgarhi.

The teachers of department of Hindi use India's map while teaching dialects of Hindi language spoken in different parts of India to make them understand the geographical dimensions of Hindi.

Topic based seminar and group discussions in classrooms are another dimensions of teaching- -learning process. Poster and chart making on various themes by the students of different subjects also reveal creativity in their thought process. Creativity is also evident in slogan writing and wall painting of the students which are organized at different times during the cultural department of the college which reflect their creativity.

Students of Sociology department, after reading the cultural aspects of folk dance of local people, performed *Suva dance* in the college which revealed their creativity in translating the formal knowledge into teaching- learning process.

Department of Zoology have a aquarium in their laboratory which is being developed and taken care by the students, which helps the students to get practical knowledge and connection with their subject.

2.4 Teacher Profile and Quality

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

Response: 94.67

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years**Response:** 92.95**2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
14	13	13	13	13

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience of full time teachers in number of years**Response:** 13.4

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 0**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years**Response:** 17.33

2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	3	2	2

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

2.5.1 Reforms in Continuous Internal Evaluation System

Evaluation is an important process to measure the performance of the students. This college follows the evaluation system of Pt. Ravi Shankar Shukla University, Raipur. However, there is well established mechanism of internal evaluation to train the students since the examination pattern at college and university is quite different from that of the school level examination.

There is provision of unit test, quarterly examination, half yearly examination and pre- final examination which keep the students engaged in internal evaluation during their academic session. It trains them as an examinee of annual and or semester examination held by the university.

The progress of the students is monitored by the teachers through such tests, written assignments, oral tests, group discussions and interactive sessions.

A notice regarding the dates and timing of quarterly, half yearly, pre-final and practical exams are displayed on the notice board and the students gets informed ahead of it.

The department conducts exams and also collects the feedback from students and evaluates the quality of teaching learning process.

The students are encouraged to take these seemingly less important tests more seriously. After test they are shown their answer sheets and the comments of the evaluators by the concerned teachers. This process is repeated after every examination so that they can know about their mistakes and rectify accordingly to perform better in the future.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**Response:****2.5.2 Mechanism of Internal Assessment-**

Evaluation is the integral part of teaching - learning process of this college with an objective of gradual refinement in the process of academic outcome. The mechanism of internal assessment of the students is quite logical and follows a coherent pattern.

- During first few lectures the students are made aware of annual examination pattern held by the university, and also the internal evaluation mechanism consisting of unit tests quarterly examination, half yearly examination, pre- final examination.
- Each department conducts unit test, and above said exams and also collects the feedback from students and evaluates the quality of teaching learning. There is a separate department to conduct these internal exams also like annual exams.
- The time table is finalized by the examination department. The date of examination is communicated orally in the classrooms and also displayed formally on the notice board.
- These exams are held in a formal manner to make the student familiar with university exams.
- Record of each student appearing in the exam is kept formally by the concerned subject teacher.
- The results are shown to the students, so that they can know about the shortcomings and refine their answer to perform better in the future, particular in final examination.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**Response:****2.5.3 Mechanism to deal examination grievance-**

A crystal clear time table is displayed showing date and time of each class, subject and paper before the commencement of exams. If examinee has any grievance arising out during the process of internal assessment he or she is free to make point to subject teacher. The matter is resolved logically based on academic facts. Different subjects need different treatment in taking exams. For example, an examinee of Geography requires drawing maps and diagrams to support and supplement the answer. They are asked not to use stencil of India or the world; that only free hand drawing is allowed and considered best to fetch good marks.

Grievance may arise in disallowing scientific calculator in several papers of Commerce and Mathematics. To redress such grievance such information is provided to them before the commencement of exams. Such

steps reduces students grievance significantly.

If any grievance arises during the university exams regarding a question, the examinee is asked to complete the writing first and after finishing the exam write a letter to the registrar (exams) of the university and the related problem as well as the exact grievance.

If a dilemma occurs regarding the difference in the version of language, the students are asked to follow the English version instead of Hindi version and write a letter of your grievance pointing the matter to the registrar (exams) of the university after finishing the exam.

Such mechanism effectively deals with the grievances of the student during and after the exams.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

2.5.4 Academic Calendar for Continuous Internal Evaluation

The university provides an academic calendar or schedule with the commencement of every new academic session which also includes plans and time table for the internal evaluation of the students. In this academic session following dates have been proposed for the unit test:

- First Unit Test- First week of August.
- Second Unit Test- last week of August
- First Sessional Test- last Week of September
- Third Unit Test- Last Week of October
- Second Sessional Test- Last Week of November
- Fourth Unit Test- Last Week of December
- Pre- final Exam- last Week of January

The college follows the above academic calendar for the internal evaluation of the students of the college. internal evaluation schedule of the university is followed by the college every year but depending upon the situation the dates of Exam may vary.

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 on website and communicated to teachers and students

Response:

Course Outcomes are to be attained by all students at the end of formal course. The students acquire the knowledge of their syllabus through textbooks and university website. Syllabus is also conveyed to them by related teachers also in the class rooms. Gradually with the help of the subject teachers they understand different dimensions of the course and learn the way of its acquisition through classroom teaching which is assessed through periodic examinations. Interaction between students and teacher is the normal way of communication mechanism.

File Description	Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

Course Outcomes are to be attained by all students at the end of formal course. The students acquire the knowledge of their syllabus through textbooks and university website. Syllabus is also conveyed to them by related teachers also in the class rooms. Gradually with the help of the subject teachers they understand different dimensions of the course and learn the way of its acquisition through classroom teaching which is assessed through periodic examinations. Interaction between students and teacher is the normal way of communication mechanism.

Methods of measuring attainment- Ultimate objective of teaching learning could be measured in programme outcome for which the college has to keep vigil on student's performance. Evaluation is a continuous process and there is well defined mechanism for it. Unit test, half yearly test, and pre final tests are held regularly in the college before students appear in the annual examination held by the university. Programme outcomes have been devised by each department according to syllabus of the subject.

2.6.3 Average pass percentage of Students

Response: 76.11	
2.6.3.1 Total number of final year students who passed the university examination	
Response: 1838	
2.6.3.2 Total number of final year students who appeared for the examination	
Response: 2415	
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
Database of all currently enrolled students	View Document
Any additional information	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

File Description

Document

Institutional data in prescribed format

[View Document](#)

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

File Description

Document

List of research projects and funding details

[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other

initiatives for creation and transfer of knowledge**Response:**

3.2.1 Institution has created an eco system for innovations including incubation centre and other initiatives for creation and transfer of knowledge.

Being an affiliated institution, the institution follows the guidelines prescribed by the University. Being an undergraduate college, the college does not offer research facility at higher academic level. Also there is no designated research guide in this institution. Main academic work is to provide better academic ambience to the undergraduate students of all three streams.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
List of Awardees and Award details	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years**Response:** 0**3.3.3.1 How many Ph.Ds awarded within last five years**

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 0.32**3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
8	3	2	8	2

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

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**Response:** 0.86**3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
12	11	19	10	9

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

3.4.1 Extension Activities in Neighbourhood Community-

An extension activity of any college is highly desirable in contributing the surrounding society directly through the socio- economic awareness and awakening on the issues on literacy, health care, environmental degradation, cleanliness etc.

. The institution has adopted the village 'Chandi' under helping neighbourhood community. An NSS camp was conducted in this village for that purpose.

- The volunteers of NSS of this college are very active in social service particularly tree plantation, cleanliness and conducting awareness program in the neighbouring communities. The role of Seven Day camp is very outstanding apart from regular activity. Last year (2016-17) a Seven Day camp was organized in Chandi village. This year in 2017-18 a seven days camp was organized in the village 'Paloud', where students were actively involved in cleanliness of the village, conducted test for sickle cell for the villagers, distributed blanket to the poorer sections of the village and conducted various awareness programs like save girl child, awareness about alcohol addiction and the methods which will be helpful to come out of the addiction.
- Red Cross Society of this college has organized several health check up camps and blood donation camp in the college premise.
- Another extension activity of this college is interaction with school students in the form of teaching in school by the teachers of this college as a resource person.
- The faculties of the institution go to nearby schools for various academic programs like motivational programs, lectures for subject selection and career guidance. They even delivered lectures based on their syllabus. This initiative by the college was highly appreciated by the concerned authorities of the schools and students.

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description**Document**

Number of awards for extension activities in last 5 years

[View Document](#)

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Response: 16

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
12	0	0	0	4

File Description**Document**

Number of extension and outreach programs conducted with industry,community etc for the last five years

[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 6

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	1	1	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

4.1.1 Physical facilities for Teaching Learning –

Almost 25 years ago this college was started in a school building with quite inadequate facilities. However, when this institution was shifted to its own campus with a two storey building, and a play ground it started attracting students in large number. Fortunately it has added more facilities for teaching learning with the passage of time. Apart from original building and classrooms, new hall, lab and classrooms has been constructed and added to the Physical facilities for teaching learning process. In this academic session also 6 new classrooms were added. In this session we got a boundary wall around its campus also.

At present there are 16 classrooms, 8 laboratories, 1 computer room, 2 rooms fitted with smart board as a modern ICT technique, an English language lab, 1 examination cell, 1 staff room, 1 principal's room, 2 office rooms, 1 girl's common room, 1 sports ground and 2 vehicle stands. Apart from traditional podium, this college has an advanced podium fitted with sound system and light. The college has personal sound boxes, sound systems and LCD projectors also. There are 7 toilets separately both for Gents and Ladies, water cooler and girl's common room. There are 43 computers also in the institution. Physical facilities for teaching learning are increasing.

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

Response:

4.1.2 Physical facilities for Sports, Games and Cultural activities:

This institution has a large field for field and track events and outdoor games. In this session college got a boundary wall around this field. There are adequate facilities for sports and outdoor games like khokho, kabaddi, long jump, high jump, discuss throw, javelin throw, badminton, football etc. Indoor games like table tennis board, chess, carom board, are available. a gymnasium and a yoga centre is proposed in near future in our institution.

In this session the college got synthetic kabaddi mat for the player to make them standard player. It is indeed a matter of great delight for us that this is the first college in Chhattisgarh to have a synthetic

kabaddi mat.

We are indeed very fortunate and privileged that some sportsman and athletes of this college got a chance to see international hockey match held in Raipur escorted by the sports officer of the institution.

To organize cultural activities this college has a well built stage where students perform different style of folk song, folk dance, classical and film song cum dance, skit etc. The college has its own sound box, sound system, microphones and other necessary gadgets to arrange the cultural events.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 41.18

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 7

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 99.97

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
55.2861	115.5740	55.6936	6.7897	35.6904

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

4.2.1: Being a rural based institution with poor financial background the students depend a lot upon the library for their academic need. The per day usage is approximate 50, which goes to more than 150 also many of the days. The library purchase newspaper both local as well as national repute in English and Hindi. Students are encouraged to read English newspapers to improve their language proficiency. Library is automated with library management software named "LIBMAN" version 1.0 which is successfully implemented and circulation of books is now done through software. The library has taken the membership of N-List consortium for electronic journal and books since last two years. The students are not very techno savvy which is a challenge and obstacle in the usage of online journals and books. The librarian and the library staffs are now working towards spreading awareness regarding information available over internet. The library has a dedicated notice board where the newspaper cuttings of information which may be useful to the students as well as faculties are displayed. The process of scanning the last few years university question papers is on the process which will be made available to the students in the library. The process of bar-coding of books is going on right now.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The college library is 25 years old and have some good collection of reference books which may not be considered rare but are definitely not easily available. Now as it is seen, the students are concentrating on preparing for competitive exams, the library has developed a special collection of competitive books for them. The library have 778 books for competitive exams like UPSC, PSC, NET, SSC, Banking, Railway and state level exams. The library is a member of N-List, where the students can access huge number of electronic journals as well as electronic books is definitely very useful to them, though the students are not much techno savvy, the faculties and library staffs are working hard to make them acquainted with new ways and methods of information searching.

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 3.13

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
5.521	1.8563	4.3874	2.4643	1.4167

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 4.5

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 80	
File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

4.3.1 Updating of IT Facilities-

For an institution it is very important to march with the time because the world of knowledge is very dynamic. Accepting this, IT facility was introduced in this college. Now there is a separate computer room with 30 computers with internet and AC facility. The library has a separate section called E-Library where all the systems are connected through LAN for internet. Wi-Fi is available in the campus also and the students can have an access to this facility in their smart mobile also. Internet facility is available in computer room and office also. Desktop has been installed in some departments also. In this academic session we have adopted smart class to give a new dimension to teaching learning process using ICT. Two smart boards also have been installed in the college. These smart boards are utilized for showing expert lectures, practical demonstrations for Zoology as well as showing motivational as well as informative lectures.

4.3.2 Student - Computer ratio

Response: 40.93

File Description	Document
Student - Computer ratio	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS**Response:** >=50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)**Response:** No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 16.06

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

2016-17	2015-16	2014-15	2013-14	2012-13
19.903	6.015	9.7893	0.5864	4.6077

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	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:**

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

The system for maintaining and utilizing physical, academic and support facilities is clear and systematic in the institution. The requirement is put to the Principal through the Department heads. If the amount required is within the spending limits of the Principal it is purchased and given to the Department and if the process requires maintenance then the concerned person is called and paid after the work is done. If the amount be bigger than the limits of the Principal then quotation is called and a comparative statement is prepared and meeting is called of the purchase committee and the vendor is finalized as per the approval of the committee. There are three heads for finance, i.e Government, UGC and Janbhagidari. As per the allotment received by the concerned authority, Principal decides under which head the expenditure should be done and payment is done under the particular head. Tender is also called depending upon the requirements.

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 the last five years

Response: 70.58

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

2016-17	2015-16	2014-15	2013-14	2012-13
1258	1092	867	733	649

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 0

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 4.99

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

2016-17	2015-16	2014-15	2013-14	2012-13
400	0	0	0	0

File Description

Document

Number of students benefited by guidance for competitive examinations and career counselling during the last five years

[View Document](#)

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description

Document

Details of the students benefited by VET

[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**Response:** Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 0.1**5.2.1.1 Number of outgoing students placed year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	0	0	0

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)**Response:** 13.76**5.2.2.1 Number of outgoing students progressing to higher education****Response:** 56

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)**Response:** 1.64**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise**

during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	13	1	4	4

5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
407	331	311	268	182

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years.

Response: 0

5.3.1.1 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 wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Any additional information	View Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic &

administrative bodies/committees of the institution**Response:**

The students play a very important role in all the academic, non academic as well as administration of the college. The students are encouraged to suggest openly without hesitation to the faculties as well as Principals. Whenever any requirement comes from the students it is given top most priority by the head and it is tried to be met as early as possible. The college has an active student council where as per the universities rule students are either nominated or elected. Every class has a class representative who helps to maintain discipline in the class as well as they provide a liaison with students and their senior elected members of the council like president, secretary etc. The key members of the student's councils represent the student's demands to the Principal.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year**Response:** 11.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
11	15	16	9	8

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement**5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years****Response:**

Contribution of Alumni Association- (registration and functional) and its financial or non- financial contribution.

Alumni Association is yet not registered but functioning properly for the welfare of college. Meeting of the association is held regularly every year.

So far the date of meeting are the following:- 6/2/2015, 18/06/2016, 10/07/2017.

Many old students are still involved actively in the development activities of the college. Some of them are a part of janbhagidari samitee. They closely observe and give ideas for development in the Alumni meeting which is always given preference by the college authorities.

5.4.2 Alumni contribution during the last five years

<1 Lakh

1 Lakh - 3 Lakhs

3 Lakhs - 4 Lakhs

4 Lakhs - 5 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 3

5.4.3.1 Number of Alumni Association / Chapters meetings held year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

6.1.1-Governance of institution-effective leadership regarding vision and mission

This college is located in a rural surrounding dominated by SC, OBC and female students. In this backdrop our vision is to provide these students quality education and contribute positively in an aspiring society which is at the threshold of big socio- economic change. Therefore, the students are always motivated to shoulder different responsibility of the events of the college and act as a team and show their hidden leadership qualities. Such small steps would lead them to become a performer in their workplace and society.

The Head of Institution works hard to achieve the vision and mission of the institution. Under his able leadership the faculties and staffs puts their efforts to as much as possible, which is definitely showing the results with the fast growth in both number of students and infrastructure. Decentralization of works and motivation plays a big role in getting effective works from the team member.

6.1.2 The institution practices decentralization and participative management

Response:

1.2 Decentralization and participative management-

At administrative level principal is at the apex of the management use to constitute various committees to run the college smoothly and in this way works are decentralized with the ensured participation of all stakeholders of the college. Here the role of the management is to facilitate them. To decentralize different workings, different committees are formed by the principal which perform various duties and programmes of the college. Each committee consists of a coordinator and a few members. In cultural, literary and sports committee students are also involved as student's participation is quite natural in the academic and cultural events of any event of the college. It is evident in various activities of sports, culture, NSS, Red Cross society etc. A team is constituted in the beginning of an event where students ponder creatively, rehears and participate in the event to make it a success. Performance of the students of this college in local genre like *suva* dance, *raut nacha*, *panthi* dance, folk song etc. needs special mention.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

6.2.1 Participative or Strategic plan and Deployment-

•

Since this college is at the threshold of capital of the state surrounded by rural population of the area, it is destined to serves a rapidly transforming locale. It registered an impressive growth in the number of students in the last few years particularly after shifting to newly construct present building. The college perceives to play an important academic role in the years to come. Our perspective plan includes extension of building by adding new classrooms and library building as well as reading hall to improve the physical infrastructure.

At academic front college moots to start new courses, introduction of new diploma courses and certificate courses, organize more workshops, seminars and special lectures.

Regarding sports the college perceives to have an improved playground and better sports facilities, construction of gymnasium, introduction of more indoor games and practice of match on standard mat.

To face and cope up with competitive exams it has been mooted to help students prepare it professionally and effectively.

Organizing alumni meet regularly in order to seek their feedback, aspirations, hope and desire also from our long term perspective plan.

NCC

1. In the changing academic scenario college planned to start new diploma courses to help the local students march with the technological front also as the computer education has become indispensable today. Considering this fact the college sought permission from the authority of Higher Education to sanction and allow teaching of *DCA* and *PGDCA* in 2014 and kept on follow- up to the authority for it. As a result we were allowed to start these two courses in the last academic session. In this way this college became able to started two diploma courses for the students, viz., *DCA* and *PGDCA* in 2016-17.

2. Likewise, taking into account the importance of English language, setting an *English Lab* was also mooted for advanced learners. Lingua franca of these students is Chhattisgarhi and Hindi but English plays a pivotal role in seeking job. So the need to have a digital English lab in the college was perceived as of utmost importance. Fund was a problem but with the assistance of district collector we could become able to establish it in current session (2017-18). It would enable students particularly advanced learners to understand the technicalities of English language and phonetics.

3. Sports and games are integral part of this college and its modernization is required in the dynamic world of sports as synthetic mats are used in the games at national and international level. This year this college could have a *synthetic kabaddi mats* with the financial support of the district collector. We are very proud that such synthetic kabaddi mats are available only in this college in Chhattisgarh state.

4. Library automation. The library of the institution is automated with library management software called 'LIBMAN' and the process of bar-coding is going on.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Organizational Structure-

Being a government institution, this college has to adhere with all rules and regulations framed by the higher education department of Chhattisgarh State Government. Principal is the organizational head and various academic, non- academic and official staff works directly under his supervision and direction as per government rule. Organizationally, principal is at the apex of the institution under whose aegis works head of the departments and other faculty members. There are technical staffs also to maintain the laboratory work of practical classes of different science subjects and geography. There is a sports officer and a librarian to conduct their work respectively. To maintain the office properly there occur official staffs including clerks of different grades, sweeper etc. Various committees are constituted by the principal to run the college smoothly and deal with various academic, disciplinary, cultural and other activities and phenomenon of the college.

All service rules and regulations of various bodies are framed by the state government. For the recruitment of staff, the state government has the exclusive right. Their duties, emoluments, leave rules, promotion etc. are decided by the government. For grievance redressal, one has to follow the prescribed procedure of the government institution and has to apply through proper channel.

6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: E. Any 1 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

6.2.4 Effectiveness of various bodies/cell/committees-

In order to carry out different plans, agenda, programmes or events this college constitutes different cells or committees to organize and execute different plan. At broader level principal forms various committees at the beginning of the session. Various departments also constitute committee to enact various events and functions.

Constitution of career counselling cell was also mooted by IQAC. This cell regularly organizes lectures on personality development, job related themes, quiz contest etc. Under Mukhyamantri Yuva Swawlamban Yojana (MYSY) job oriented training was provided to final year students at UG level and after its completion a few students got placement also.

6.3 Faculty Empowerment Strategies

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

Response:

6.3.1- Welfare Measures for Teaching and Non- teaching Staff-

Welfare Measures include execution of their claims in due time, medical leave, reimbursement of medical expense bills, earned leave, temporary advances, part final withdrawal etc. There is provision of staff-

room for the teaching staffs. Non- teaching staffs have some special facilities. class III and class IV employees get festival advances, while class IV employees get their dress in 2 year. Laboratory staffs get apron as a protection measure.

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description

Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years

Document

[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 programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description

Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff

Document

[View Document](#)

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years

Response: 44.86

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
9	11	6	6	0

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

6.3.5- Performance Appraisal System for Teaching and Non- teaching Staff-

Being A Government College, The Institution Adhere to Government prescribed Appraisal System at the end of Academic System for both the teaching and non teaching staffs. The teaching staffs are appraised on the basis of number of taking the classes, completion of syllabus, effort to enhance academic quality of poor students and slow learners, their alertness and interest in extra-curricular activities and execution of works assigned to them by the principal. Their research work, research papers presentation in seminars and publication etc. also considered.

The appraisal of non- teaching staffs also has certain criterion. For the class III employee it includes their behavior, official knowledge and skills, implementation ability, punctuality and regularity, record keeping and discipline etc. For the class IV employee it includes discipline behavior, punctuality, understanding of work, capability etc.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

6.4.1 Internal and External Financial Audit-

The college has arrangement of both the internal and external financial audit of the institution at different time interval. Internal audit includes utilization of *Janbhagidari* fund and Self financing fund by a Chartered Accountant. Similarly audit utilization of UGC fund is gets done by Chartered Accountant.

Regarding external audit, there is a mechanism of departmental audit which is done at different time by the department of Higher education and the officials of Accountant General office.

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

Response: 0

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

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

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

Response:

6.4.3 Institutional strategies for mobilization of funds and the optimal utilization of resources.

The college demands funds from the state government for its expanses. It also gets funds from UGC, district administration and raises some amount internally from the Jan Bhagidari Samiti. According to the requirement the funds are allocated to various departments. The department heads calls quotations or tenders as per the need and put it in front of the purchase committee. After the approval of the purchase committee, order is placed.

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:

6.5.1- Contribution of IQAC for institutionalizing the Quality Assurance Strategies and Processes-

- The IQAC pondered and executed several measures for quality assurance including
- (i) with the change in tool of learning installation of computers with Wi Fi facility in the campus was also mooted, since internet has become an indispensable tool of modern teaching as it contains a vast ocean of information. That's why installation of WiFi in the campus was recommended by the IQAC.
- (ii) Library was considered to be modernized by automating the library using library management software. Today it is fully functional and library circulation is done by using this software 'LIBMAN'
- (iii) To promote computer literacy, purchase and installation of computer was mooted by IQAC. Now there is a separate computer room with 30 computers with internet and AC facility.
- (iv) Again, after feeling the importance of certificate courses, starting of diploma courses on computer was also considered by IQAC and last year after the approval from the Department of Higher Education, i.e., in 2016-17, DCA and PGDCA were started in this college.
- (v) In a bid to make students tech savvy it was also decided to promote creation of email and digital locker among the students which is practiced now.
- (vi) Constitution of career counseling cell was also mooted by IQAC. This cell regularly organizes lectures on personality development, on job related themes, quiz contest.
- (vii) IQAC also organized guest lectures by specialist resource persons on several topics on NAAC also.
- (viii) Paper cutting and its display on notice board

Upload 2 examples of best practices institutionalized as a result of IQAC initiatives.

1. It was decided to organize seminar, workshop and theme based guest lecture by invited guest lecturers in the IQAC meeting of 2014.

(i) With this thought Department of Geography organized a national seminar with the assistance of UGC, CRO, Bhopal. Theme of the seminar was '*Retrospect and Prospect of Rural Development in India: With Special Reference to Chhattisgarh*'. It was held on 25th and 16th November, 2014. About 180 participants attended it.

(ii) In 2016 two day workshop was organized by the Sports Department under the aegis of UGC, CRO, Bhopal. Theme of the workshop was '*Training Method for Competitive Sports*' held on 15th and 16th January, 2016.

(iii) In this academic session a two day nation seminar is being organized in this college jointly by the Chemistry Department and Botany Department under the aegis of Chhattisgarh Council of Science and Technology (CGCOST). Theme of the seminar is '*Environmental Conservation and Sustainable Development Chhattisgarh*'. It was held on 16th and 17th January 2018.

2. Realizing the changing academic scenario of higher education enhancement of computer literacy was accepted by the IQAC and so it was decided to start new diploma courses in computer education. In the

session 2016-17 two new courses DCA and PGDCA was started.

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

Response:

6.5.2- Review of Teaching Learning Process, Structure and Methodologies of operation and learning outcomes at periodic intervals through IQAC setup-

Teaching learning **process** is reviewed by IQAC at regular interval under the aegis of principal. Main purpose of such review is to evaluate and analyse the implementation of monthly teaching plan and the execution of timetable properly in thought and spirit. The focus is to follow the monthly teaching plan and complete the prescribed course in time.

The process of teaching learning is well **structured** and implemented in the classroom through regular teaching by subject teachers. Structure wise each paper of every subject is divided into units concentrating on special group of lessons. Such structure is academic and pre-planned logically, leading a student to acquire the knowledge of the subject gradually, systematically and logically.

Methodologies of operation of teaching learning is well defined in this college including classroom teaching and completion of syllabus, organizing unit test and sessional test at regular interval in order to make the students prepared for the final exam.

Result of classroom or unit tests of the students are reviewed properly by the concerned teachers and to bridge the gap of understanding extra classes are held. In this way IQAC operates and intervenes in the teaching learning process and tries to implement positive changes to overcome barrier of learning.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 1.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	1	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
- 2.Academic Administrative Audit (AAA) and initiation of follow up action
- 3.Participation in NIRF
- 4.ISO Certification
- 5.NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years *(in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)*

Response:

6.5.5 Incremental Improvements made During Preceding Five Years

In the academic field the college took following initiatives for quality enhancement during last five year:

Smart classroom fitted with smart board computer and OHP; establishment of computer laboratory; establishment of English language laboratory, launching of two new courses, namely, DCA and PGDCA; organizing national seminar in Geography and workshop by sports department; organizing educational excursions; PPT preparation and presentation of seminar by students; Teaching students with the help of ICT and audio visual technique; more stress on internal assessment of students.

In the administrative field the college took following initiatives during last five year and accomplished following works:

Recently college improved its facilities by constructing boundary wall around the campus, new classrooms, seminar hall, chemistry laboratory, computer laboratory, English language laboratory and could provide synthetic kabaddi mat for players. Now the college administration provides the students potable water and security through installation of CCTV at several points. New furniture were arranged for class room.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 2

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

7.1.1 Gender Equity

Gender equity is the most desirable aspect of civilized society which is very challenging in a world full of socio- economic and gender inequality and discrimination. That's why we need to be pro- active in this regard. Keeping this fact in mind, this institution deliberately executed gender sensitivity in providing facilities like safety and social security, special counseling for the girl students, arrangement of girl's common room, toilets and CCTV camera etc.

For safety and social security, CCTV cameras have been installed at 9 points in this college with the purpose of monitoring the movements of students in general and keep vigil on the safety of female students in particular. Installation of these cameras has psychologically affected the behavior of the male students making them more sensitive and responsible while interacting with their female counterparts.

There are two separate toilets on the first floor of the college in the main building. One more separate toilet has been constructed for female students in the new building also. There is a separate common room for the girl students where they can rest, refresh and spend leisure peacefully.

Some times a female student may need special counseling on any particular issue and so a *Counseling Cell* has been constituted in this college where senior lady professors use to counsel the needy student. To prevent ragging in the campus, *Anti Ragging Committee* has also been constituted in order to provide social security to the students, particularly female students of this college. Similarly a *Gender Equity Cell* has also been constituted in this college.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 3000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 36

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 1080

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 3000

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

Response:

7.1.2 Environmental Consciousness and Sustainability- Environmental degradation has been phenomenal in recent past due to anthropogenic activity and there is question mark on the sustainability of our lifestyle. To appraise the significance of environment and sustainability a paper called '*Environmental Studies*' is taught to the first year students of all streams during graduation. It is mandatory. They are directly and indirectly asked and encouraged to use bicycle and public transport, save water, energy, electricity in campus etc. at home, avoid use of plastic materials in life and use traditional cloth bags instead of polythene carry bags, and use of dustbins to throw garbage properly in the college.

Waste Management- Only solid waste is produced in the college which is thrown in the dustbins kept at various places in the college including verandah, staff room, office, laboratory, library etc. The waste is disposed regularly at a distant place in a pit. The water which is wasted while using water cooler is used by pouring it in the flower pots and plant. We don't face the problem of E- waste.

7.1.6 Rain water harvesting structures and utilization in the campus**Response:**

7.1.6 Rainwater Harvesting- This College has installed rainwater harvesting structure in the campus with a view to save rain water which is otherwise wasted in vain. A pipeline carries the rain water gathered on the rooftop of the college which is carried to a sand filled tank and ultimately the water percolates down into the ground. This practice helps raise the ground water level and helps in raising ground water level specially during summer season. Considering the success of installed rain water harvesting system of our main building the college ponders to install another rain water harvesting device in our newly constructed building also.

7.1.7 Green Practices

- Students, staff using
 - a) Bicycles
 - b) Public Transport
 - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

Response:

Although green practices is a new concept, the student and teachers of this college follows basic principles

of it since long time. Cycle is a popular mode of communication for the students.

Bus is preferred by the students who commute from distant villages while the teachers use to come by public transport system i.e bus. car pulling is also being practiced. There is a good permanent all weather approach road to have a walk in the campus.

We are working to make the campus plastic free. The students are encouraged to use cloth made bages, handbags and backpack bags. A good number of students are seen practising it.

The staffs are encouraged to control using printer unless it is very urgent to save paper by using internet.

We shall have soon a green lanscaping, large scale tree plantation and botanical garden. A number of flower pots, some of which are maintained by the students of Botany Department, rest are maintained by the college authorities. The college faculties and staffs actively take care of those plants and it add a beauty to the campus which is appreciated by many visitors.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.09

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in Lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.03	0.03	0.02	0.02	0.02

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

- 1.Physical facilities**
- 2.Provision for lift**
- 3.Ramp / Rails**
- 4.Braille Software/facilities**
- 5.Rest Rooms**
- 6.Scribes for examination**
- 7.Special skill development for differently abled students**
- 8.Any other similar facility (Specify)**

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 1

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 1

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: No

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: No

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 10

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

7.1.18 National festival and birth or death anniversary of great Indian personalities- This college observes Independence day and Republic day with traditional fervor and gaiety by hoisting national flag, raising national slogans and delivering lectures on national unity and integrity and sacrifice of our freedom fighters. On 31st January two minute silence is observed on the martyred day of Gandhi ji which is followed by a lecture on his contribution and significance of his ideology. This year Dindayal Upadhyay jayanti was observed. Vivekanand jayanti is observed as National Youth Day on 12th January. Swachhta Divas is observed on Gandhi Jayanti. National Integration day is observed on Indira Gandhi's martyr's day. Students also observe Samvidhan divas to celebrate enactment of Constitution of India.

In the department of Hindi literature, Tulsi Jayanti, Nirala Jayanti, Premchand Jayanti, Kabir Jayanti etc. are also observed by the students.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

This institution maintains complete transparency in various aspect of functioning. For its financial matter internal and external audit is our modus operandi. Auditors of department of higher education, A.G Office and Chartered Account conduct financial audit of funds provided by state government, UGC, and locally generated Janbhagidari Samiti fund. Regarding academic matter advanced notice is displayed on notice board, on time table practical, internal test, scholarship etc. Every teacher maintain teaching diery and lesson plan which is intimated in advance. To maintain transparency in administrative matter quotation is sought before every purchasing. The college strictly follow the norms of RTI also.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. The college has started spreading environment consciousness among the students through plantation drive in the campus particularly after the construction of boundary wall. The volunteers of NCC have planted trees including medicinal plants near the boundary wall while the students of Botany have

contributed in planting saplings in flowerpots displaying their botanical as well as popular name on the pot.

2. Smart Classroom- With a view to enhance quality education the college has stated smart board in teaching. Presently there are two smart boards fitted in two different rooms which will be enhanced in coming years. PPT and videos are used to elaborate the lesson to the students.

3. In order to spread the message and significance of hygiene in our life and milieu, the college has started cleanliness drive by involving the students of the college at regular interval under the active guidance and participation of the students. This process had transformed the campus into an attractive, clean and nice arena and at the same time, transmitted the message of cleanliness among the students.

File Description	Document
Any additional information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Apart from gaining knowledge, today students come for higher education to achieve a good career. Our institution understands the student's requirement very well and continuously working to add new dimension in teaching and learning. All the faculties have unique and different strategies to do this job. In Arts faculty the students are encouraged to do projects with the assistance of teachers. Apart from this as the students are from rural background the awareness regarding various employment opportunities are very less. The faculties convey and assist them in selecting their career. In Science and Commerce faculty the teachers maintain wall magazines through which the students are given latest information related to career, updating knowledge related to subject. During teaching the faculties make the students aware regarding various employment opportunities in their subject field as well as regarding the competitive examination. The college has an active career counselling cell which is working throughout the year by organizing lectures about motivation, subject and regarding career opportunities. The cell conducts G.K test regularly which is highly appreciated and large number of students appear in the test. The college is selected by the Government of Chhattisgarh for running its highly ambitious program 'Mukshya Mantri Swavlamban Yojna' (MYSY). Students are selected based on the examination conducted by the authorized agency. The selected students are given 45 days training which covers almost all area of competitive examination like English, Reasoning, Maths, etc. As the classes are conducted by specialized people students found this training very useful. The agency conducts placement drive after completion of training. A good number of students got placement opportunities through this platform. This year the college has developed English Language Lab with an added vision to make students more confident to face the outside world through good spoken English which is very essential now a day. Most of the students are from rural background with a weak base of English which has a huge impact on their confidence level. This will definitely help

them a lot in their career. The college faculties and staffs are working hard to achieve the vision of the institution through continuous and systematic efforts so that the students could design their personality in a specialized manner and excel in their personal and professional life and sustain their family viably and serve the society and the nation in a positive way.

File Description	Document
Any additional information	View Document

5. CONCLUSION

Additional Information :

The geographical location of the college is definitely an attraction from the local community, as it is on the national highway and commuting to the college is easy due to the availability of local bus in every five minutes. The result can be seen with a wonderful ratio of girl and boy students, which is ultimately helpful for educating girls of nearby villages. Students are tried to be given maximum exposure possible, where they are taken for field trips, programs, competitions organized by other colleges. Many times students won prizes in such competitions like group dance, debate, essay etc. One student also won first prize in state level competition in essay from M.A (Hindi) A few College students were fortunate and privileged that some sportsman and athletes of this college got a chance to see international hockey match held in Raipur. The sports officer tries hard from his side to send the competent students to interuniversity, interstate, inter-zone competitions and many students have benefitted. Many students have got government jobs on sports quota also.

Most of the student of the college are from rural background and their lingua franca is Chhattisgarhi and they are not comfortable with English language and also Internet and E-Mail. Though the college is putting all efforts to make them used to these advance technology.

Concluding Remarks :

Almost all of the students are of rural background and quite often they come from their fields and farms to attend the class. So credit goes to them that they work and also read. The college was started in the premise of a school but now it has good physical infrastructure. Now we have got a boundary wall also around the campus. The number of the students has also increased many folds. Installation of Wi-Fi, automation of library and establishment of English lab recently has started providing it a futuristic shape. Acquisition of synthetic mat for the players of kabaddi is another example of marching with the time in desired direction.

The college faculties put lots of efforts for improving the teaching standard of the students, as it is found that their knowledge base at the time of admission is not satisfactory and most of the students due to their background are introvert and shy. So teachers take extra care to improve their confidence level by conducting various classroom activities as well as conducting various competitions regularly. Nonetheless, considering the number of enrolled students, this college needs more teaching faculties as well as non- teaching staffs for the better functioning of this college.

With a big responsibility of nurturing more than 1700 regular student's future, the college administration and faculties are working all year around. Definitely the college has played a significant role in shaping the life of students and will always be dedicated to this purpose.