



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**GOVERNMENT VIVEKANAND P.G.COLLEGE  
MANENDRAGARH**

**J K D ROAD POST- MANENDRAGARH DIST-KORIYA(CG)**

**497442**

**[www.vnpgc.in](http://www.vnpgc.in)**

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**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Our institution Govt. Vivekanand P.G College ,named after famous social reformer and spiritual leader Swami Vivekanand , was established in July 1973. The college is permanently affiliated to the Sant Gahira Guru University Sarguja , Ambikapur Chhattisgarh .It is approved u/s 2(f) and 12(b) of the UGC act 1956.Located at the foothill of “Siddha Baba Pahadi” with a mesmerizing panoramic view, college' offers co-education in the faculties of Humanities ,Science and Commerce at graduate and post graduate level. The college is approximately 20kms away from the state border of Madhya Pradesh , therefore , students from the neighbouring state also are benefited .Our is the only (Govt.) college , in the rural town of Manendragarh , with a well defined motive of “Rural Youth Empowerment through Quality Education” the neighbourhood villages and local community naturally felt the need of the college imparting higher education for their coming generations .

The college aims at enabling the students to accept new challenges and inculcating moral values .Since its establishment , the college has been reputed and socially responsible institution in academic , sports and cultural fields . The college is surging ahead in the right direction under the stewardship and collective wisdom of learned and able staff and students .Bulid on a splaying out campus , the college offers a pollution free environment for away from the maddening crowd . Our college always proves excellence through comparable academic results &research .

### Vision

Our vision is to provide higher education opportunities to the students residing around adjacent village areas,thus providing quality education to the under privileged and economically backward classes .

Our institution works on clearly set vision and goals which are achieved in a systematic way. The motto of our college is (“Uttisth jagrit prapya varannyibodhat”)which means to “Awake , Arise and Strive for success “.

The college believes that education is the most important element for the growth and prosperity of a nation .

### Mission

Our institution regards its mission and objectives as an integral part of development of the students along with emphasis on value education .

- Upliftment of rural masses through quality education .
- To empower the socially , economically and educationally marginalized section of the rural society .
- Providing value based education and igniting young mind to bring out the best in them .

- Making the students competent In the global scenario .
- To make them self-reliant .
- Ensuring inculcation of high standard of morality and discipline among students .
- To increase the students employability in job markets as-well-as in self-employment if they desire .
- To encourage all round development of students through co-curricular activities .
- To promote social awareness .
- To promote National – Integration , Human –Rights, Universal –Brotherhood and Community – Development activities through inclusive practices .

To inculcate critical thinking and find new grounds of learning

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

#### **Institutional Strength:-**

- One of the oldest Govt. college recognized by U.G.C. in the town.
- Due to its neighbouring location approximately 20kms away from the state border of M.P. ,students from both the states can avail studying here .
- Transparency , diversity and inclusiveness in the admission process.
- Well furnished infrastructure and well disciplined learning environment .
- Green and clean pollution free campus .
- Highly qualified , experienced and efficient staff with ample academic experiences .
- Safe and secure campus for girls and female staff.
- Sports facilities for various indoor and outdoor games .
- Seminar hall and laboratories well equipped with ICT tools.
- Wi -Fi enabled campus .
- Inclusive and gender-sensitive campus .
- Promotion of value-based and holistic education .
- Enriched library with huge number of reference books , text-books , journals and magazines .
- Periodical activity and consistent social outreach activities .

### **Institutional Weakness**

#### **Institutional weakness:-**

- It's remote & rural location affects frequent visit of eminent academicians and industrialists.
- Placement facility doesn't cover all outgoing student .
- Industry-institute interaction needs to be improved .
- Competitive examination centre need to be established .
- Collaborative projects are insufficient.
- Student-Teacher ratio is insufficient .
- No hostel facility for girls , although there is a hostel for boys but non functional due to infrastructural issues (under construction).
- College is located in a small town encompassing various coal mines, students therefore can not reach

easily and due to scattered population distribution , conveyance facility is also insufficient.

### **Institutional Opportunity**

- Since most of the students belongs to socially and economically backward sections , the college has an opportunity to serve society by serving quality education to them .
- The COVID -19 pandemic gave an opportunity to re-invent modes and methods of teaching.
- Students and teacher innovated and adapted new modes of engagement on several on-line platforms.
- Good number of webinars & workshops of National and International level have been conducted by our college .
- Developing interest for ICT based teaching ,learning and evaluation process.
- Scope to initiate soft skill training to all students .
- The college has opportunities to undertake location specific research work relevant to rural-agrarian needs .
- Strengthening of campus placement & networking with alumni.
- Increase in infrastructure facility in library .
- There is one fossil-park situated near the Hasdeo river which can serve the purpose for novel Geological research and the rich flora and fauna of neighbouring areas can serve the purpose for extensive Biodiversity Research.

### **Institutional Challenge**

#### **Institutional Challenges**

- To achieve excellence in academics by involving masses from socially weaker sections .
- Boosting the confidence of rural students, especially girls .
- Increasing number of students seeking admission in open universities and distant mode of education through different courses .
- The college needs to Introduce more skill oriented programs to cater to the social needs .
- Campus drive for the placement needs to be strengthened .
- To encourage girls to take up job-oriented course and also to compete on states & national level examinations.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Government Vivekanand P.G. College was established with the aim of imparting knowledge to rural students specially girls. The College believes in realizing the curricular aspects by defining program outcomes and course outcomes that bring out the desired competencies expected. Programs are relevant to local, regional, national development. This institution runs courses in humanities, science and commerce at

both graduate and postgraduate level .Ours is a coeducation institute where gender equity and equality both the norms are being strictly followed . Aiming to serve under privileged girls students there are 4under graduate and 4 post graduate courses run in our institution along with P.G.D.C.A. & B.C.A. The curriculum of these programs are designed by the affiliating University Sant Gahira Guru University Sarguja Ambikapur Chhattisgarh. College insures effective curriculum delivery through well planned academic calendar, schedule of work, time-table, formal/informal continuous evaluation and monitoring the overall teaching, learning process, Feedback on syllabii are collected from parents, students,alumni and teachers and analyzed. Thrust on development of knowledge and skills are provided through various program in the college in addition to value based education. The college has diverse range of course options catering to varied range both at U.G. & P.G. levels.

### **Teaching-learning and Evaluation**

Nearly 1200-1500 students are admitted in our college annually, following the reservation policy of the state government . Our institution has transparent admission process catering to students from diverse background, specially from economically weaker section of society.

Teachers assess the academic proficiency of students based on their performance in classroom discussions test and assignments. More attention is given to slow learners through Mentor-Mentee scheme..

Students are also mandated to participate in co-curricular activities to highten their experiential learning.

The institute highly targets teaching, educating & guiding students to be responsible and successful in their life. Classroom lectures constitute the primary method of teaching in the college but in this pandemic time,various social media platforms and virtual classroom teaching method has also been employed

Teachers of the college are encouraged to make their classes more interactive by question answer sessions encouraging students to be relevantly critical & analytical in speaking up their mind.

Student are also given assignments on their subjects based on the topics taught to them.

The methods of evaluation followed is on the basis of internal which includes conducting class test, giving them assignment and also the over all response of the students in the class.Secondly external evaluation in a centralized way by the Sarguja university examination of practical papers are conducted in the college by finally appointing external examiner from different colleges. over all evaluation of each student is made based on the performance of the students at the semester & annual examination conducted by the university.

### **Research, Innovations and Extension**

The college is committed to engage faculty members and students in research, innovation and extension activities.

Teachers are encouraged to pursue doctoral and post doctoral studies. At present 3 faculty members are enrolled in different university of the state for their Ph.D. work.

Several research paper in U.G.C. recognized journals have been published and many faculties have

published chapters in books bearing ISBN.

The institution has given importance to research and support the faculty members for research oriented teaching and mainly focuses on research and extension as it is indispensable part of U.G. & P.G. curriculum.

Seminars, special lectures and workshops are organized to meet the emerging academic and research needs. Faculty members have presented a good number of research papers in various national seminars in their individual capacity and in collaboration with associates which are published in the proceedings of the relevant seminars.

Teachers are motivated to attend faculty development, refresher courses, short term courses from time-to-time for enhancing their knowledge in the field of new research and innovation.

Students from all the P.G. courses M.Com, M.Sc. Chemistry, M.A. political science, sociology are given assignment on the topic like research methodology. Project work and dissertation they are encouraged to present their papers in seminars & workshop organized by other institute.

The institute also involves in extension activities in different categories like community development, social work, Health awareness, blood donation camps, environment awareness, gender sensitization etc. The NSS unit organizes such extension programs along with campus cleaning drive and tree plantation.

The women cell addresses issues related to women staff and girls students like social responsibilities of women and awareness about sexual harassment etc. It takes initiatives for guidance and counseling of girl students.

### **Infrastructure and Learning Resources**

Our campus located at the foothill of “ Siddha Baba Pahari “, is highly appreciated for the beautiful landscape and cleanliness. With a built up area of approximately 2000sq.mt. in its two campuses, the institute comprises of an array of facilities like, class rooms and laboratories. In all there are 18 rooms, a seminar hall with capacity of 300 students, laboratories, computer lab, library and reading room, common rooms, gymnasium and canteen.

There are two floors with extension wings, with well ventilated, illuminated, furnished class rooms. Every class room has proper ventilation with lights & fans.

The college has an elegant conference/ NAAC hall where various academic and administrative meetings are organized.

The college has well-equipped laboratories with necessary safety measures, in the department of chemistry, physics, zoology, botany, geology, home science and music.

Some class rooms are enabled with ICT facilities the college provides hostel facility for boys coming from near by places and very soon 100 bed girls hostel is going to open as its proposal has been passed by P.W.D.

To ensure the health of students drinking water facility is made available in the building, both the floor has one and more drinking water cooler installed.

The office has adequate number of computers, photocopy machines and printers. for security monitoring CCTV cameras are installed in corridors office and class rooms.

The library of the college has a good number of books including reference books, magazines and Local and National newspapers. presently the library is enriched with the subscription of infolibnet in addition every P.G. department has its own department library.

As food directly affects students health, learning and life time habits, our institute provides a neat and clean canteen where fresh and hygienic food items are available for the students and staff at a nominal rate.

The college has a big play ground & has a facility for outdoor games and indoor games like kho-kho, volley ball, football, kabbadi, chess, badminton, table-tennis, respectively..

A well defined parking area is available in our campus for vehicles of staff and students.

### **Student Support and Progression**

Our institute supports students to apply for scholarships from government since 2014-15. On an average 45 % of students yearly have availed scholarship .Credence for competitive examination, career counseling and soft skill development are provided, each department takes up extra classes for the low performing students in the examinations. besides regular class room teaching, students are motivated to take part in seminars, workshops on various issues like- women empowerment, AIDS awareness, yoga & meditation are also part of these extra-curricular activities. Girl students are encourage to learn self protection by joining karate classes.

The grievances, harassment complaints related to girls and any request in general is addressed by the grievance and women cell through a transparent mechanism within a time frame from the receipt of the complaint. the menace of ragging is viewed very seriously and anti-ragging cell takes all necessary measures to curb the ragging within the campus.

Besides regular academic courses B.C.A. & P.G.D.C.A. diploma & degree courses have also been started by our institution.

Student help desk cell of our institute helps the students in resolving the issues faced by them during their admission or at the course of their study. It supports the students by providing them with the best possible solutions.

The institute has outstanding performance in extension social outreach activities and in sports & cultural activities. Students have secured state level prizes in sports & cultural events. A number of students

have won university and state level prizes in individual cultural events.

Our performance in sports is peaking in sports with higher participation of students in university, state level competition.

Students are encouraged and given personal attention in preparing notes, seminar reports, dissertation and presentation. The institution comprehensively plans and chalks various student welfare programs in an area such as inclusive admission policies, infrastructural facilities, curricular, co-curricular and extension activities.

### **Governance, Leadership and Management**

Govt. Vivekananda P.G. College Manendragarh is one of the oldest and well known institutions in the district that caters education to the downtrodden, socially & economically weaker section of the society. The institute is committed and has a clear vision of growth in education.

College level committees work concretely and have necessary freedom to implement decentralized governance. Some of the committees have student representation and strategies are developed collectively through the involvement of Heads & Co-ordinations of various departments. Student council play major role in smooth conduction of literary and cultural activities.

IQAC cell prepares short term & long term perspective plans and management considers most of suggestions for implementation.

Institution motivates and encourages teachers to avail FIP's and participation in orientation, refresher course, summer and winter training programs. Necessary leaves are sanctioned for improving their academic and professional skills.

To enhance the professional development of teaching IQAC organizes several seminars, workshops, guest teachers/special lectures.

Performance appraisal system of the staff includes student feedback, parents, alumni feedback & self appraisal report, based on the feedback & the performance. Principal takes personal interest in guiding them. The finance committee constituted as per the U.G.C. guidelines meets regularly & prepare strategy for resource mobilization.



### **Institutional Values and Best Practices**

The college has a beautiful eco-friendly campus and we are committed to keep our campus green and clean with minimum use of plastic and polythene. Special care is being taken to create a pollution free campus.

Observation of significant days related to environment like Earth Day, Soil Day, Nature Conservation Day, Ozone Protection Day and other days of important issues are done regularly in the college. Energy conservation is given highest priority and LED bulbs are used to minimize energy consumption.

The college has organized various programs to inculcate human value, patriotism and also to promote gender equity. As our institute knows its duty towards society NSS cell organizes various programs to address the local community and societal needs. Swachh Bharat, Blood Donation and various awareness programs are the best practices of the institute. The students are empowered especially girl students through educational and extra-curricular activities to be better citizens and leaders in fast changing culture of the country.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT VIVEKANAND P.G.COLLEGE MANENDRAGARH
Address	J K D ROAD POST- MANENDRAGARH DIST- KORIYA(CG)
City	MANENDRAGARH
State	Chhattisgarh
Pin	497442
Website	<a href="http://www.vnpgc.in">www.vnpgc.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Saroj Bala Syag Vishnoi	07771-241250	9424252965	07771-241250	vnpgcin@gmail.com
IQAC / CIQA coordinator	Laxmi Chand Manwani	07771-	9977942710	07771-000000	manwanilc@rediffmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	03-07-1973

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

State	University name	Document
Chhattisgarh	Sant Gahira Guru Vishwavidyalaya Sarguja	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	29-07-1992	<a href="#">View Document</a>
12B of UGC	29-07-1992	<a href="#">View Document</a>

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

Statutory Regulatory Authority	Recognition/App roval details Inst itution/Departme nt programme	Day,Month and year(dd-mm- yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	J K D ROAD POST-MANENDRAGARH DIST-KORIYA(CG)	Rural	17.65	2000

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	Higher Secondary	Hindi	450	206
UG	BCA,Computer Science	36	Higher Secondary	Hindi	90	33
UG	BSc,Chemistry Botany Zoology Physics Mathematics Geology Hindi English	36	Higher Secondary	Hindi	660	470
UG	BA,English Hindi History Political Science Sociology Economics Home Science Music	36	Higher Secondary	Hindi	960	409
PG	MCom,Commerce	24	Graduate	Hindi	80	22
PG	MSc,Chemistry	24	Graduate	Hindi	80	77
PG	MA,Political Science	24	Graduate	Hindi	120	35
PG	MA,Sociology	24	Graduate	Hindi	80	18
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science	12	Graduate	Hindi	30	1

**Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	4				0				22			
Recruited	0	1	0	1	0	0	0	0	13	9	0	22
Yet to Recruit	3				0				0			
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			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				21
Recruited	0	2	10	12
Yet to Recruit				9
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				0
Recruited	0	0	0	0
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	0	3	0	3
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	3	0	0	3

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	3	1	0	4
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	5	5	0	10

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
	10	6	0	16

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



Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	383	28	0	0	411
	Female	636	71	0	0	707
	Others	0	0	0	0	0
PG	Male	30	3	0	0	33
	Female	97	22	0	0	119
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	1	0	0	0	1
	Female	0	0	0	0	0
	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	55	39	38	57
	Female	97	67	50	94
	Others	0	0	0	0
ST	Male	111	167	123	143
	Female	165	173	207	246
	Others	0	0	0	0
OBC	Male	155	142	137	136
	Female	181	215	246	234
	Others	0	0	0	0
General	Male	175	145	127	149
	Female	249	249	217	233
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1188	1197	1145	1292

## Extended Profile

### 1 Program

#### 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
160	160	155	144	144
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

**Number of programs offered year-wise for last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
9	9	9	7	7

### 2 Students

#### 2.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
1271	1292	1145	1197	1188
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
1478	1461	1445	1410	1410

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
366	249	283	259	258
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 3 Teachers

### 3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
23	23	21	18	18
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
27	27	27	25	25
File Description	Document			
Institutional data in prescribed format	<a href="#">View Document</a>			

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 19****4.2****Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1175000	1250000	1165300	1165300	865000

**4.3****Number of Computers****Response: 45**

## 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:

Government Vivekananda Post Graduate College under Sant Gahira Guru University, Sarguja, Chhattisgarh follows the university curriculum for the various courses like Bachelor and Masters in Arts, Science, Commerce, Computer Application and also a professional course, P.G.D.C.A, run by the institute.

The institution caters various options for elective subjects to the students. Choice Based Credit System has also been implemented in the Post graduate courses like Chemistry, Commerce, Political Science and Sociology.

The execution of curriculum is insured by fixing academic calendar according to the State Govt Time Table for UG and PG departments, teaching work plan & work diaries. Frequent and judicious monitoring of the courses according to the prescribed syllabus are done by the respective faculties. Senior faculty members of the institution are members of the Board of Studies of the university and they suggest suitable curriculum modifications according to the need of the hour. They also convey their valuable ideas for effective curriculum delivery across the courses offered.

The institution is also amenable to the market demands in context of the highly competitive global work scenario and therefore believe in incorporating updated programs along with the existing ones..

File Description	Document
Upload Additional information	<a href="#">View Document</a>

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

##### Response:

The Academic calendar is prepared by every department in accordance to the university academic calendar and the faculties create and maintain plan for the whole session and communicate the same to the students. In the beginning of each curricular session meeting is held to decide the subject allocation and for the preparation of the institutional academic calendar.

The class room transactions, assignments, seminars, group discussion, sessional/periodical examinations for continuous evaluation are followed as per the institutional academic calendar. However, the institution follows the list of holidays and celebrate some other events as per the Higher Education Department of the Chhattisgarh Government.

The syllabus of each department. is divided into five consecutive units according to the calendar. Classroom teaching is enriched by adding various skill development programs, lectures, discussion, debates etc.

The Learning Outcomes of the courses are assessed with the help of oral and written tests. Syllabus is completed within the specified time frame and in addition the teachers also conduct extra classes for doubt clearance and revision of chapters for the benefit of the slow learners.

The faculty members try to correlate the subject matters to life situations making it more meaningful and interesting, which also can be viewed as an approach to value addition to the theoretical knowledge provided by individual subjects.

The institution has a systematic mechanism to assess the learning outcomes and the teaching pattern is student centric where collaborative learning strategies are employed. Experimental learning, participative learning and problem-solving methodologies are applied in various curricular and co-curricular activities. And in doing so, improved ICT tools are used for effective instruction and class transactions. Study materials, previous year question papers, power point presentations, assignments, audio-video lectures *etc.* are made available to the students.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

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

**Response:** B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 66.67**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.****Response:** 6

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years****Response:** 3**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

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

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response:** 0.26**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	11	4	0	0



File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

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

##### Response:

Apart from curricular activities the institute integrates modern-day issues like Gender Equity and Equality, Human Rights, Women Empowerment, Environment and Sustainable Development Goals. Professional as well as ethical issues are also integrated in the curriculum development in such a way that enlightens and augments overall student development. The environmental issues are dealt in detail in the compulsory subject Environmental Science and the institute also celebrates various activity days like World Wild Life Day, World Environment Day and organize Tree Plantation Day every year.

Topics related to Human Rights and Gender issues are dealt in the curriculum of Political Science, Sociology and Economics. The syllabus of English & Hindi Literature emphasizes moral and human values. These universal issues are partially included in the curricula and are approached for inculcation into the academic calendar.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

Response: 10.89

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

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

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 60.03

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

**Response:** 763

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

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

**Response:** B. Any 3 of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

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

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

- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed
- 4.Feedback collected
- 5. Feedback not collected

**Response:** B. Feedback collected, analysed and action has been taken

File Description	Document
URL for feedback report	<a href="#">View Document</a>

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 49.05

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

2020-21	2019-20	2018-19	2017-18	2016-17
1271	1292	1145	1197	1188

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

2020-21	2019-20	2018-19	2017-18	2016-17
2550	2520	2490	2430	2430

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

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

**Response:** 57.52

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

2020-21	2019-20	2018-19	2017-18	2016-17
804	924	799	810	807

#### File Description

Average percentage of seats filled against seats reserved

#### Document

[View Document](#)

## 2.2 Catering to Student Diversity

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

**Response:**

The institution assesses the learning levels of the students, after admission and organizes special programs for advance as well as slow learners, according to the need.

The institution provides quality education to the students and in doing so, makes various efforts to ingress the learning levels of students starting soon after the completion of the admission processes. Institute has a variety of students representing the various socio-cultural, regional and economic backgrounds. Which makes it important to differentiate the slow learners from the advanced learners at the entry level. Lists are prepared for slow and advances learners taking into consideration the previous year marks obtained by the students. In the beginning of every academic year, newly admitted students are guided and motivated properly by counseling sessions. The mentors start the process of identification of the students learning levels, interests, articulation, abilities and prospects through interpersonal interactions in classrooms and laboratories, during departmental seminars and also by evaluating their performance levels in class tests, which help the teachers in evaluating the students learning levels. This also helps the students self-analyze their performance levels and understand as well as identify their respective problem areas related to the contents. This assist in categorization of the advance learner and slow learners, so that the mentors can provide required assistance to the students and suggest them to enroll in one of the extension activities viz: NSS, Red Cross, Women Cell as per their aptitude.

Certain measures those are opted for enhancement of skills in slow and advance learners are:

- Extra classes for problem solving (doubt classes) so that slow learners have better understanding, average learners improve their grades and advance learners can augment their skills.
- Group studies and discussions supervised by the teacher.
- Assignments and study materials are provided by the teachers.
- Students solve the previous years examination question papers.
- Personal counseling and interaction with the parents.
- Measures taken for the advance learners include quiz competitions and seminars in different departments.
- Provision for participation in various camps arranged by the NSS units.
- Arranging skill development programs in the departments of science and arts.
- Arranging inter departmental speech and extempore competitions, debates, poster presentations, essay writing competition etc. (WC 361)

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 55:1

## 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:

For teaching learning purposes, the institute employs experiential learning, participative and problem-solving methodologies in a student centric learning setup.

Institute ensures active participation of students in the whole process of teaching and learning that aims at the holistic development and fruitful learning, which is made possible through studentteacher interactions. The teaching-learning process in the institute strongly focuses on skill development along with the expansion of knowledge and thorough understanding of the subjects. The learning methodologies implemented inside and outside the classrooms include

- Provision of a conducive and opportune teaching-learning environment: Extending an atmosphere for nurturing values, skill development and creative thinking as the first step towards making learning experiential.
- Activity based learning through educational tours and excursions: Field trips/excursions are conducted regularly for the post graduate students of different departments.
- Role plays, games and interactive sessions in the class room also initiate participatory learning.
- Activities like debates, quiz, poetry recitation, skits, singing and dancing competitions are organized on a regular basis.
- Various subject experts are invited to the institute to deliver their insightful lectures to add on/updating subject knowledge that augments learning experiences.
- The hands-on techniques followed in the various laboratories are conducted in small group setups, where students not only learn from the teachers but also from their fellow classmates and assistants which in turn encourages participatory learning.
- Project based learning: Certain courses related to science/arts such as Physics, Chemistry, Zoology, Botany, Sociology and Political Science, demands project-based learning. As an integral part of their final semester curricula, the post graduate students work on individual projects and prepare dissertation write ups under the guidance of concerned faculty members.
- Institution has adopted learner-centric teaching methodology and students are encouraged to participate in seminars, group discussions, brain storming sessions aiming at the holistic development of the learners.

File Description	Document
Link for additional information	<a href="#">View Document</a>

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

#### Response:

The true essence of teaching-learning process is innovation and creativity and the teachers of the institute follows it with the aid of new technologies. The institution and its teachers has willingly adopted the use of technology for teaching in small classrooms. LCD and slide projectors, and computers with internet facility hasmade the learning process more interesting and technology driven. E-resources are used by the teachers to prepare Power Point Presentations, Visuals, Audio and Video lectures that make teaching learning interesting. Institute has ICT enabled classrooms wherein LCD projectors are installed and the campus provides Wi-Fi connections. The faculties of the institution use various ICT enabled tools to enhance their quality of teaching.

- The PPTs with animation and simulation to improve the effectiveness of the teaching-learning process.
- Google Classroom, Google Meet, Teach-mint applications are used to manage online classes before and during the pandemic.
- Various chat groups are created for effective e-communication between the administration, faculty and the students.
- The online learning environments are designed to train students for effective problem solving.
- Zoology and Chemistry faculties use various online tools like Jam board in Google meet for explaining diagrams and chemical reactions.
- Media-lab facility is used to create video lectures and are uploaded on appropriate platforms for students to use as an extra learning resource.

General ICT tools used by faculties are, Desktop and laptop, Projectors, Printer, Photocopiers, Tablets, Pen Drive, Scanners, Microphones, Interactive White Boards, Web-cams and microphones, mobile phones etc. (WC 253)

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

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

**Response:** 55:1

#### 2.3.3.1 Number of mentors

**Response:** 23



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

## 2.4 Teacher Profile and Quality

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

Response: 78.43

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

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

Response: 36.46

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

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

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

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



**Response:** 4.09**2.4.3.1 Total experience of full-time teachers**

Response: 94

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>

**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

Effective implementation and execution of the evaluation reforms are always aimed at by the institution. The detailed schedules of internal examinations at both UG & PG levels are displayed on the notice boards for effective communication amongst the students well in advance before the commencement of the examinations. This aids the students to properly plan and prepare themselves for the upcoming examinations. The Head of the Institution asks faculty members to provide their valuable suggestions regarding novel evaluation methods, which, if found suitable are approved by the institutional assessment committee and followed thereafter. All the decisions and system reforms are also duly notified. It is often taken care by the institution that frequent, continuous and consistent internal evaluations take place properly and effectively.

Hands on trainings/Practical classes are carried out at the various departments like Chemistry, Zoology, Physics, Botany, Geology and Computer Applications and the students are encouraged for timely completion of their work and submission of their laboratory note books. In environmental science, students carry out survey of different areas and prepare their assignment write-ups under the supervision of concerned faculties and the final reports are evaluated and are the integral part of internal assessment.

PG departments of the institution (Political science, Sociology, Commerce and Chemistry) suggest their students to select topics from their respective syllabi and are guided to prepare the individual dissertations as per the norms and guidelines laid down by the university in the prescribed curricula. The dissertations submitted are evaluated by the external examiners during practical examinations. Most of the teachers are in the examination panel of the university and they render their services in setting the question paper and evaluating answer books. These answer books are provided with individual code numbers by the university and the evaluation process is transparent. The marks are filled in the OMR sheets and complete secrecy is maintained until the final declaration of the results.

File Description	Document
Any additional information	<a href="#">View Document</a>

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

The institute is affiliated to Sant Gahira Guru University, Sarguja and follows an annual examination scheme as per the university calendar. The institute is the examination center for different private colleges like Girls college and B.Ed. College, Manendragarh, and almost 2000-2500 students take up the annual examinations.

Almost all the teachers are in the panel of examiners for setting question paper and evaluating answer books. Any representation regarding question paper, examination related issues and evaluation is forwarded to the university. During the exam, unfair mean cases and grievances related to question paper are forwarded to the university immediately for necessary actions. The examination procedure is completely transparent.

- The Annual examination Time-Table is displayed on the notice board as well as on the college website.
- Admit cards are generated online and offline both.
- Examination process is looked after by Centre Superintendent and Assistant Superintendents in all the three shifts, viz, morning, afternoon and evening.
- The answer sheets are distributed from the exam control room and the invigilators are in charge of room wise distribution along with the concerned question papers. After completion of the examinations in each shift, the answer sheets are collected and submitted to the control room along with the student attendance sheets for further procedures.
- The invigilators are directed to be attentive & alert while performing their duties. Before onset of exam, meetings are held with the invigilatorstoprovide them the proper guidelinesregarding their examination duties.
- The question papers and answer sheets are kept in safe custody in the Strong Room, and after completion of exams, are sent to university in time for further actions.
- The answer books are coded and evaluated fairly in time and results declared are displayed on the college notice board & website.

**2.6 Student Performance and Learning Outcomes****2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.****Response:**

The institute is committed for providing quality education and makes all endeavors to deliver the best of education to its learners. The institute is affiliated to Sant Gahira Guru University, Sarguja and follows the curriculum prepared by it. The faculty members contribute in the capacity of Board of Study members and contribute in curriculum enrichment.

- Communication of PO/CO to students: The results are displayed on the notice board and college

website. The learning outcomes of the UG & PG programs are also properly displayed. There is a help desk in the college where faculty members of all streams are available during the whole session. Students seek advice from the teachers in help desk & discuss the CO/PO and DOS. This helps them in selecting electives and extension activities offered by the institute.

- Communication of PO/CO to faculty: The faculty members discuss the program outcomes in their respective departments. The department wise time-table is discussed and the teaching plan is prepared keeping in mind the results of the specific program. The outcome for all courses, programs and elective papers help the teachers to evaluate the objectives of the subject content. This evaluation also helps the teacher in identifying the learning capacities of the students and take corrective measures accordingly. The mentors help the average achievers to attain better outcomes and motivate the advance learners to aim for bigger goals. The students have shown brilliant performances in the university exams and the overall result attainment averages 70-80 percent of grades almost every session. (WC 280)

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>

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

### Response:

The program outcome and course outcomes primarily aim at imparting knowledge and skills which is critical for and helps in augmenting student competence and overall development of their personality. There is an emphasis on the holistic development of the student as the learning outcomes focus on imparting values and ethics and enhancing their interpersonal and communication skills besides classroom teaching. The PO/COs are evaluated and corrective measures taken are as follows:

- The evaluation processes: Analysis of feedback on curriculum, teaching; progression in higher education, skill development and placement programs, updating the curricula according to the syllabus of competitive examinations.
- Program and course outcome are also discussed and evaluated in the Academic council and Board of studies.
- The faculties are also encouraged to update their subject knowledge to keep in pace with the changing trends of teaching methodology and delivery methods by participating in faculty development programs, seminars workshops, short term courses, refresher courses, research activities etc.
- Some UG and PG programs have a mandatory field trip and this along with other form of experiential learning such as events like workshops/seminars are used to evaluate the outcome indirectly.
- The program outcome and program specific outcomes are also discussed and evaluated on the basis of students' progression to higher education sectors and job placements. (WC 227)

File Description	Document
Upload any additional information	<a href="#">View Document</a>

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 93.86

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

2020-21	2019-20	2018-19	2017-18	2016-17
366	222	263	248	236

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

2020-21	2019-20	2018-19	2017-18	2016-17
366	249	283	259	258

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 0

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

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

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

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

**Response:** 0

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

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

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

**Response:** 0

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

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

**3.1.3.2 Number of departments offering academic programmes**

2020-21	2019-20	2018-19	2017-18	2016-17
16	16	16	15	15

File Description	Document
List of research projects and funding details	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

#### Response:

The Institution has created an ecosystem for students to explore new ideas and to share knowledge amongst others sharing common areas of interest and exchange creative ideas. Students can approach the specialized teacher who can guide them and later their works are presented in competition/seminars conducted by various universities.

The institute motivates the students for higher education and the staff members also encourage the students to join higher education and also for research. They are motivated to develop scientific temper and aptitude and the institute arranges lectures of different experts from relevant fields and study tours etc. The college is not yet registered as a research center of the affiliating university but faculties keep on inviting experts of various subjects to deliver lectures to the students of both U.G & P.G. level. There are no recognized incubations centers associated with any business startup but the college plays an encouraging role in providing an ecosystem for innovation amongst the faculty members. If any research grants are sanctioned for the project, the department is provided with full support for the implementation of the research scheme within the time frame.

The college has adopted practical approach in recent years to keep the students at par with the latest developments in their respective fields of study.

The institution participates in various development activities for faculty and students with a focus on research work. The institute has created a learning environment for students with the practical oriented pedagogy inclusive of case studies, expert interaction, industry visit, real time projects and dissertations. The student of P.G. Chemistry, Sociology, Political Science and Commerce take up the projects and dissertation in their respective field of study as a part of the curriculum. Several workshops, seminars, lecturesessions are being conducted by different departments. The teachers are encouraged to attend various seminars, conferences and present/publish their research works in national and internal journals of repute.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

**Response: 2**

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

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

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

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

**Response: 0**

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

#### 3.3.1.2 Number of teachers recognized as guides during the 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	<a href="#">View Document</a>

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

**Response: 0.58**

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



2020-21	2019-20	2018-19	2017-18	2016-17
5	1	3	2	1

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

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

**Response:** 0.39

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

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

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>

## 3.4 Extension Activities

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

**Response:**

Extension activities are during the last five years were carried out in connection to the neighborhood communities that impact and sensitize students to social issues and aids in holistic development.

The institution organizes and participates in various extension activities with a dual objective of not only sensitizing students about various social issues but also to contribute to community and strengthen community participation. The N.S.S. Boys and Girls unit, Red Cross, Student Council partakes various initiatives like organizing blood donation camps, Swachh Bharat Initiatives, awareness programs on AIDS prevention, COVID-19 prevention and awareness campaign etc. Events like World Environment Day, International Yoga Day are conducted wherein students take-up various community activities to spread awareness.



Students also participate in awareness campaigns like Road Safety, Consumer's right and duties etc.

Programs like "Save Water, Save Earth", "Tree plantation", "Plastic free society" organized by our institution as part of environment consciousness, spreads awareness in the society and encourages the community to actively participate.

Every year the N.S.S. units arrange camps where a village is adopted for 7 days and various awareness programs and activities are organized such as, Anti-Tobacco rally, Peace rally, Helmet rally that connects students with the larger social issues of the community and makes them socially responsible and facilitates their holistic development.

Programs like Healthy Youth for Healthy India, World Yoga Day, Tree Plantation Programs World Tobacco Prohibition Day, Contents and Awareness Programs in nearby villages, Traffic Safety Week, Vigilant India, Women Empowerment Programs, Health Check-up Camps, Rally against dowry and domestic violence, Career Guidance and Counseling Programs etc. helps student to develop a bond with the society and community. They also get to know about the social issues and customs prevailing in the society and in a way, student try to find solutions of many problem and adjust with the society, which improves their personality. Various awareness rallies help and keep student informed and aware regarding their personal and societal role and responsibilities. This helps in holistic development and induce leadership quality in them and extends the feeling of oneness and co-operation.

Therefore, the students become responsible citizens developing themselves physically, culturally and spiritually.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognitions received for extension activities from government/ 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/ Government recognised bodies year-wise during the last five years.

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

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>

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

**Response:** 16

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	6	7	2

File Description	Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>

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

**Response:** 25.07

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	85	565	655	175

File Description	Document
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.5 Collaboration

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

**Response: 0****3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

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

File Description	Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years****Response: 0****3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

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

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The institution has adequate facilities for Teaching-learning viz, classroom, laboratories, computing equipment etc.

Since the establishment of college, in a modest manner and over the course of decades, development of infrastructure has been proportionate time. The college campus is spread over area of 17.65 acre with a total constructed area of 2000 square meters.

The use of chalk and talk method alongside digital mode is practiced in the institution. There are 3 fully equipped and functional smart classrooms with eight fully equipped laboratories. We have 18 classrooms and one seminar hall and one NAAC room equipped with LCD projectors. All classrooms and laboratories have WI-FI facility, there is a computer lab comprising of 45 computers with internet connectivity and an LCD Screen which caters to the IT need of the students. Printing, scanning, photocopying facilities is also available.

Chemistry, Physics, Botany, Zoology and Geology Laboratories are situated on the first floor whereas, Home Science and Music laboratories are situated on the ground floor of the main building. They all are equipped with instruments, specimen, chemicals required for the laboratory studies. Chemistry department has Ph meter, conductometer, potentiometer, polarimeter, colorimeter, BOD incubator etc.

Botany & Zoology laboratories are equipped with various plant and animal specimens, microscopes, incubators, ovens, refrigerators etc. Type of microscope includes mono and binocular student's microscope and dissecting microscopes.

Geology laboratory has all equipments related to subject study

Home science lab is furnished with sewing machine, induction cookers, microwave ovens, There are Musical in the Music department, there are various musical instruments like , Sitar, Tabla and Harmonium, Guitar Manjeera and Dholak

There is a centralized library consisting of more than 22500 books, educational magazines which the students and staff can issue for personal usages. There is one reading room available for daily studies and referencing for the students. (WC 291)

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

The institution has adequate sport facilities for both indoor and outdoor games, an equipped gymnasium and a yoga center.

For the holistic development of the students the institute provides an adequate environment that takes care of the physical and mental well-being of the students. The Institution has a big play ground where badminton, volleyball; basket-ball courts are made available. The Gymnasium has sport utilities for the students which includes weight training equipment like dumb-bells, exercise rods, treadmills etc. Indoor sports like table-tennis, badminton, carrom, chess and outdoor game equipment for cricket like practice nets, helmets, arm & leg guards, gloves, hockey sticks & ball, volley ball & net are available. Along with these, kho-kho poles & kabaddi grounds are also available. Other sport equipment like measuring tapes, whistles, stop watch etc are also available.

Students are encouraged to participate in inter-college & inter-university tournaments and have achieved honors for the institute especially in Kho-Kho & Kabaddi.

Cultural activities like annual day and youth week are also being organized in the institute. During youth week various competitions like Essay Writing, Poster Making, Drawing, Mehendi art, Rangoli making, Salad Decoration, Flower Decoration, Aarti & Diya decorations are held in the month of December & January every year.

In Annual day dancing and singing competition (both solo and group) are arranged. The students also take part in the drama and skit competitions as well.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 15.79

**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

**Response:** 3

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	1.650	0	0	.55

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

The institutional central library is automated using Integrated Library Management System (ILMS).

To cater the academic needs of students there is a library consisting of 32450 books and several magazines. There are a good collection of Science, Arts & Commerce books. In addition to serving core subjects, the library also has subscriptions of several magazines related to general knowledge and current affairs so that students can broaden their horizons beyond the curriculum. There are no ILMS software at present but the data are manually compiled and noted down in proper registers.

File Description	Document
Paste link for Additional Information	<a href="#">View Document</a>

**4.2.2 The institution has subscription for the following e-resources**

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

**Response:** C. Any 2 of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

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

**Response:** 4.81

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

2020-21	2019-20	2018-19	2017-18	2016-17
7.06	4.0	5.00	5.00	3.00

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>

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

**Response:** 4.48

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

**Response:** 58



File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1 Institution frequently updates its IT facilities including Wi-Fi

**Response:**

The institute campus is equipped with WI-FI with a view to ease the access and dissemination of information. There are 4 routers for maximum coverage.

The institute is also connected to 5 Broadband connections which are primarily used by teaching and non-teaching staffs for teaching, research & administrative purposes.

The institute has a broadband connection of MBDS & has a WI-FI enabled computer lab which caters to the IT needs of the students. Computer lab is exclusively used by BCA, PGDCA and other students.

The computer lab has 30 computers with an inverter for uninterrupted usage. Scanning, printing and photocopying facilities are also available in the institute. CCTV surveillance cameras are there for monitoring the classes and entire campus.

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

**Response:** 28:1

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** C. 10 MBPS – 30 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

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

**Response:** 0



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

2020-21	2019-20	2018-19	2017-18	2016-17
11.75	10.85	11.65	11.65	8.1

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>

**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:**

There are established systems for maintenance& utilization of physical, academic and support facilities 8 laboratories, library, sports ground, computers, classrooms etc.

The institute being wholly government, the grant for maintenance of infrastructure is provided directly by the Government of Chhattisgarh.

Physical facilities like classrooms, laboratories and seminar halls are used appropriately. Maintenance of cleanliness is regular and security is of primary concern with CCTV surveillance and security guard. Parking space is available for staff and student vehicles. Ramp is available at the entrance gate for physically challenged students, Girls common room is designed to give female students a place to relax, study, have informal discussion in leisure.

Classroom is facilitated with white & green boards. Few classrooms are equipped with LCD projectors. Teachers are encouraged to use digital modes to augment the overall teaching learning experience.

All laboratories are maintained in order and all essential consumables are procured timely for smooth functioning of practical.

Students are encouraged to use the library, for the fulfillment of the immediate and long-term academic needs of students.

The institute with its gymnasium room provides necessary sports, leisure and related activities. Adequate sports and game facilities are to cater to the physical and mental development of the students.

The institute has sufficient number of computers to cater IT needs in the Computer lab. WI-FI is exclusively for students and can be accessed from any place in the college building.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

NAAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

**Response:** 22.38

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

2020-21	2019-20	2018-19	2017-18	2016-17
249	332	249	282	253

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

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

**Response:** 67.28

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

2020-21	2019-20	2018-19	2017-18	2016-17
444	1014	850	911	863

#### File Description

#### Document

Upload any additional information

[View Document](#)

Number of students benefitted by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

[View Document](#)

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

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

**Response:** B. 3 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

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

**Response:** 0.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	36	0

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

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

**Response:** B. 3 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 1.82

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

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

File Description	Document
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

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

**Response:** 128.42

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

**Response:** 470

File Description	Document
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/

**Civil Services/State government examinations, etc.)****Response: 60****5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years**

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

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

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

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

**5.3 Student Participation and Activities****5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.****Response: 16****5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	6	1	7	2

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

#### **Response:**

Institution facilitates student representation and engagement in various administrative, co-curricular and extra-curricular activities through student council/student's representation on various bodies as per established processes and norms.

The institution aims at quality education of rural students so enough emphases are put on the co-curricular, extra-curricular activities and also representation at the administration level. Most of the activities are monitored and executed by the students as they are the constituent part of the forum. Student's council is set-up as per the norms of university and meetings are held at regular intervals. Dynamic students are given place in the various committees as per their expertise. These members regularly advice and try their level best to upgrade the image of the Institute in the society.

Institutional Student's council plays very significant role by providing proper feedback for the upgradation of the college.

Students are actively involved in the statutory committees like; I.Q.A.C., Women cell, Science society, Cultural committee, NSS, & Grievance Redressal cell, sports committee etc.

The institute has a policy for the dynamic participation of the students in the various academic, cultural and administrative committee and other daily activities. These prepare the students for leadership role, organizing events, team work, and execution skills.

The student representative play an important role in maintaining the code of conduct of the college & reporting any disciplinary issues to the committee members. The class representatives help class teachers in conducting class activities, preparing for unit-tests, assignment as well as to maintain regular student attendance.

The NSS wing both Boys and Girls unit of the institution actively organizes various activities with the motto of serve to learn, learn to serve. Annual NSS camps are held every year where students are involve in cleaning of village with the active involvement of community members. Further, the NSS wing also organizes programs and capacity building activities.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 40.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	26	40	83	55

File Description	Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

**Response:**

The alumni association chapter have contributed significantly in the development of the institution through financial and non-financial means during the last 5 years.

The college has a functional Alumni Association which meets periodically to discuss the ways and means to improve the academic environment of the college as well as to exchange views on the employment opportunities and scope for higher education. Alumni of the college contributed over the years in growth and development of the college. In association with NSS and Red-Cross, the association regularly conducts Blood-Donation, Health check-up camps. Annual Alumni meetings bring a rich association & interaction between the old and new generations of students which also indorses our cherished customs and traditions. It also deliberates upon the role of the Alumni in positive interaction with society through participation of young students under the guidance of senior teachers. The Alumni Association has majorly contributed the college through development creation of certain facilities, curricular support, occasional interactions with the students with-in the campus.

The alumni of the college who are holding position of public importance are more than 10.



They are contributing immensely for the development of the college through their guidance and support. The alumni who are having good academic or administrative positions at the state level are associated with the college in organizing community campus and other extension activities.

To quote the significant contribution there are several literary books, wall clocks, stationery items, water jugs and other consumables being provided by the alumni.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** E. <1 Lakhs

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

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

This institution was established by donors in 1973, truly devoted to the aim of education with a view of imparting higher education to brilliant but socially backward and economically poor students belonging to the rural area. Ever since establishment the institution is benefitted with hind-sighted managing Authorities and enthusiastic Principals. The institute has spent almost 48 years of its esteemed existence. This institution is fulfilling its mission and vision and has fortified a number of youths with higher education. In this smooth and successful completion of 48 years, a great contribution of local society was remarkable.

##### Vision:-

To educate and enable youth to enhance the dignity and progress of the society as well as the nation.

##### Mission:-

To make the rural youth aware and obedient of values like democracy, secularism and freedom of opinion.

- To nurture students with gender equilibrium in order to avoid partiality.
- To make the youth the economically and socially potential center of development.
- To arouse vocational skill and curiosity of self-employment in the mind of the youth.
- To disseminate science & Technology and to eliminate social evils from the society by developing scientific temperament.

To fulfill the vision and mission, the institute has been promoting quality education of students belonging to the rural areas having diverse backgrounds and abilities. Their individual needs are properly addressed. The governance of the institution is always committed and eager to fulfill all the educational needs of the students belonging to remote areas. The latest ICT tools and requirements needed to enrich the knowledge of teacher and students have been made available here at the college which enhances the competency of staff and helps in continuous faculty development. The college encourages research activities and organizes various seminar/workshops both offline and online. In addition to regular education, highly qualified teachers of this organization are doing innovative experimentations in teaching-learning process with a view to stimulate versatile personality development of students. Co-curricular and extra-curricular activities like cultural, sports, NSS, Seminars, Workshop are duly carried out here. Huge physical & academic infrastructure and an ecofriendly campus atmosphere can be observed in this institution.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

The institute practices decentralization and participative management by constitution level committees and assigning work to different committee members. Each committee is headed by a convener few members under the chairmanship of the principal. The official notice is issued along with the guidelines defining the notes and responsibilities of the members by the head of the institution. Principal supports the uninterrupted daily functioning of the institutional administration. The principal also inspires the staff members via personal interactions during get-together, meetings and motivates the staff to offer their best in teaching assignments. Our institution head is always available to guide and motivate us to aid in the progression of the institute.

The Principal, Faculty In-charges, HOD's and member of various committees implement the plans and policies together. The staff members participating in the execution of the institutional activities are motivated and good work is appreciated.

The effective practice of decentralization and participative management is clearly reflected in the admission process adopted by the institution. The college ensures publicity and transparency in the admission process at the time of admission and the applications are scrutinized by the committee headed by the Principal. Policies and plans are constituted, monitored and evaluated by the IQAC.

Different committees are constituted by the Principal for decentralization at the beginning of each academic year. These committees are.

- IQAC
- Admission committee
- Time-Table committee
- Grievance Redressal committee
- Woman Development Cell
- Anti Ragging committee

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

**Response:**

Perspective/strategic plan and deployment documents are available in the institution.

**Response :**

The institute follows a formally stated policy IQAC is constituted which comprises of all faculty members. This committee in consultation with the Principal, heads of various department and as per requirement, deploys various policies that improves the quality of teaching and learning in the institute. The committee members are taken if heeded.

Principal of our institution regularly visits the departments and interacts with the faculties & students of the respective departments monitors the functioning of each department at regular intervals. The institute has developed and established the culture of excellence through team work of the faculty & staff under the guidance and leadership of the Principal.

Strategy plan for RUSA related achievement and funding. For the institute of higher education nation wise RUSA is becoming the funding agency, thus have a plan to get maximum grant and financial aid for the institutional development.

We have been sanctioned Rs. 50,000 on date 13-10-2015 as a preparatory grant of RUSA we utilized this grant on quality enhancement in higher education we make proposal for construction work in our college like auditorium, class room, canteen and hostel repair.

Our proposal was accepted for girls hostel and we have been sanctioned Rs. 1 crore on date 28th October, 2020 .

We need more monitory grant for overall development and maintenance of our institute.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

**Response:**

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

For the effective functioning of the institution various committees are formed as per the guidelines of the university. These committees also support the development through planning and execution, budget, review of performance and policy making.

Under the effective governance of the principal of the college academic progress, admissions, staff recruitment on the bases of Jan-Bhagidari and administrative matters are taken care of. Head of the institute is the Chairman of the staff council, IQAC, Anti ragging Cell, Disciplinary and library advisory committee. The HOD's and faculty members along with IQAC help the principal in the overall administration which involves the planning of academic calendar provided by the university and its systematic execution.

Head of the departments are assigned for the preparations of departmental time-tables, work allocation among the teachers, review of Teachers Diary, attendance register of students and submission of various reports to the principal and IQAC. All faculty members are assigned to each class in order to ensure personal care, attention, guidance, counseling, evaluation and assessment of every student in the class.

The controller of examinations monitor the evaluation process during Annual, Half yearly and Supplementary examinations.

The staff council & faculty members play an important role in executing the curricular, co-curricular & extra-curricular activities.

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** B. 3 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

The effective welfare measures provided by the institute for teaching and non- teaching staff are as under:

- Group insurance scheme by the government for all regular employees.
- EPF [Employment Provident Fund] for regular staff.
- Various leaves are available for teaching and non-teaching staff are, viz: vacation leave, casual leave, earned leave, medical leave, maternity and paternity leave and child care leave.

- The institution provides uniform to the class IV employee.
- Gratuities, Pension and all other Government welfare Schemes and measures are given to the staff.
- Duty leave is granted to teachers to participate and present papers in seminars and conferences.
- The teachers who participated in (FDP) Faculty Development Program & Refresher Course are granted on duty leave.
- Additional facility of the library, computer and laboratory provided to teachers interested in conducting research work.
- Medical reimbursement scheme/refund of the medical expenditure of employees and their dependents.
- First Aid Facility provided to teaching and non-teaching staff in the campus.
- Sexual Harassment Policy: A Woman grievance redressal cell for addressing complaints regarding sexual harassment.
- Free WI-FI facility in the entire college.
- Complete support and assistance are provided to the faculty for pursuing higher studies and Research Projects.

The effective welfare measures provided by the institute for teaching and non- teaching staff are as under:

- Group insurance scheme by the government for all regular employees.
- EPF [Employment Provident Fund] for regular staff.
- Various leaves are available for teaching and non-teaching staff are, viz: vacation leave, casual leave, earned leave, medical leave, maternity and paternity leave and child care leave.
- The institution provides uniform to the class ? employee.
- Gratuities, Pension and all other Government welfare Schemes and measures are given to the staff.
- Duty leave is granted to teachers to participate and present papers in seminars and conferences.
- The teachers who participated in (FDP) Faculty Development Program & Refresher Course are granted on duty leave.
- Additional facility of the library, computer and laboratory provided to teachers interested in conducting research work.
- Medical reimbursement scheme/refund of the medical expenditure of employees and their dependents.
- First Aid Facility provided to teaching and non-teaching staff in the campus.
- Sexual Harassment Policy: A Woman grievance redressal cell for addressing complaints regarding sexual harassment.
- Free WI-FI facility in the entire college.
- Complete support and assistance are provided to the faculty for pursuing higher studies and Research Projects.

### **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:** 1.98

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

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

### 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: 0.2

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

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

Response: 18.84

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

2020-21	2019-20	2018-19	2017-18	2016-17
11	3	0	4	2

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

#### Response:

Institution has Performance Based Appraisal system for teaching and non-teaching staff.

The institution has an effective performance-based appraisal system for assessing the performances related to teaching. The evaluation indicators are academic excellence gained by the students, learning outcomes of the courses studied by the students and the API scores of the faculty are enumerated in the PBAS form under Self appraisal system. For non-teaching staff, the indicators are efficiency, economy and time-bound completion of tasks.

It is a mandatory process for every teacher to have the self-appraisal form furnished by college (university) every year. The teacher furnishes the form in such a manner that it elucidates the activities pertinent to the creation and dissemination of knowledge apart from the teaching-learning process. It also evaluates the involvement of the teacher in the extra-curricular and co-curricular activities. Participation in seminars and conferences, Presentation of papers and publication of articles in journals and involvement in extension activities are also assessed at this juncture.

The students get an opportunity to evaluate the performance of their teachers through feedback form. The parameters evaluated in the rating scale are evaluated by the IQAC & the Principal. After scrutinizing each value, the principal gives suggestions to the concerning teacher for improvements.

The HOD, Faculty and the Principal continuously monitor and evaluate the daily work of teacher throughout the year and on the bases of the analysis of the university examination results, Principal Tries to judge the performance of the teacher and discusses the matter with teacher and guides the teacher for improvement in his/her performance.

Parameters of performance appraisal consist of.

- Punctuality
- Use of innovative teaching methods
- Completion of syllabus
- Feed back
- Attainment of higher qualification & Participation in curricular co-curricular and extra-curricular activities.



- Computer literacy & the ability of ICT.

Performance Appraisal for non-teaching staff.

- The performance of the non-teaching Staff of the college is also assessed through feedback.
- The Principal and HOD's continuously monitor and evaluate the daily work of non-teaching staff throughout the year. The parameter of the performance appraisal system for non-teaching staff.
- Punctuality
- Ability
- Discipline
- Integrity
- Honesty towards work
- Reliability and dependability
- Technical skill
- Vertical enhancement of qualification
- Based on all analysis the Principal gives suggestion for performance improvement of the non-teaching staff.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Institution conducts internal and external financial audits regularly.

The accounts of the institution are maintained by e-kosh software so authorities can monitor entries. There is a Mechanism of checking, rechecking and cross-checking of Accounts by the Accountant, Office superintendent and principal regularly.

Besides, an arrangement is made by the institution for internal audit by C.A. In case of spending of VGC grant. There is IQAC, Finance committee monitors to finalize the purchases of necessary equipments and books for the institution. All purchases are done through tender system.

The state government periodically also does an external audit. The grant of State Government is finalized only after the audit. The last government audit was done in August 2021. No major objections were raised by the auditor.

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

**Response: 37.44**

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

2020-21	2019-20	2018-19	2017-18	2016-17
8.52	7.45	6.97	6.97	7.526

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

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

**Response:**

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

Mobilization of funds:

The sources of fund for the institute are:

- The grant from state government.
- The grant from UGC under various schemes.
- Fees collected from Jan-Bhagidari.

Utilization Policy:

- Financial resources are available through state government UGC and Jan-Bhagidari fees from students. Which are utilized and monitored by the Principal, Accountant & different committees.
- The state government provides salary only for the regular staff.
- Grant received from UGC under various schemes like college development grant, additional grant, NAAC, RUSA etc can be used only for the purpose it is granted for.
- The principal and IQAC of the college decide the policy and procedure for resource mobilization from time to time, according to the need of the college.
- The purchase committee decides the procedure for purchasing any item by inviting quotations from different vendors. The comparative statement of the quotations placed before the purchase committee and purchase order is released after the final decision and payment made over RS 10,000 are only done by cheques.

- Fees Collected under different head is deposited to the government and there is no liberty to divert it for any other purpose.

## 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:

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

IQAC has made the faculty and staff aware of the specification of quality assessment, and maneuver the activities, introduce new models, design the form as well- as maintains records of their activities.

The IQAC takes the lead in transforming the learning atmosphere in the campus into a learner-centric one, though the institution functions within the limitations of a traditionally structured curriculum and time bound examination system. IQAC motivates teachers to adapt their teaching approaches so that the learning system become rich and interesting.

Every year IQAC initiates the feedback system for the academic and administrative processes and services are also requested from the stake holders. Relevant issues are taken up and appropriate responses and measures are suggested by the IQAC.

IQAC encourages students and teachers for organizing workshop, seminars, competition aiming at the interaction of the academic realm, which is hugely constructive and beneficial for teacher & Students both. IQAC also emphasizes for increases the involvement of student in curricular, co-curricular and extension Activities.

The IQAC monitors the departmental document by providing clear guidelines and documentation materials. Each faculty and departments are asked to maintain a record of their academic activities. The IQAC diligently and carefully documents the participation of faculty and students in various curricular and extra-curricular activities. All the documents are collected at the end of the year.

IQAC is also the nodal agency for coordination and implementation of the best practices of the institution. The practices such as Green Audit, Energy Audit and Academic Audit are conducted on the campus. All the studies are performed timely and the IQAC recommendations are duly implemented in the campus.

The IQAC associates closely with the conduct of various programs on the campus and provides guidelines for the committee and departments regarding the event organization and ensures the avoidance of plastic, in maintaining the greenery and in maintenance of the green protocol. IQAC also ensure that campus is accessible for differently-able persons.

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

**Response:**

The institution reviews its learning process, structured and methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms.

IQAC reviews the teaching-learning process, structure & methodologies of operation annually. It also verifies the learning outcomes periodically through student feedback and departmental meetings. IQAC recommendations are in accord with more interactive and visual teaching methods for the benefit of the students. IQAC of the institute has triggered a number of steps for making the teacher learning more interactive.

Every year the college conducts performance appraisal of teacher by randomly selecting students from each class, as per requirement. The IQAC of the college undertakes the analysis of the feedback. This includes both content and methods, strength and weakness of teaching. The feedback analysis provides a reliable source of information regarding the quality status of the teaching learning process in the college during that year. The coordinator of the IQAC communicates the feedback analysis to the principal who takes necessary actions where required.

The IQAC in its annual plan of Action makes several recommendations aimed at bringing about general improvement in the overall functioning of the college. This includes plan to reform teaching-learning and evaluation.

The IQAC has recommended several steps to enhance the effectiveness of the teaching process through its plan of Action. The institution enhances and intensifies students' centric methods to make teaching interesting. To cater the needs of the students the college has undertaken many steps to reform the teaching-learning process and facilities. These include computer lab, ICT enabled classrooms, seminar hall, Wi-Fi campus, laboratory equipment, reference books & organizing guest lectures, workshops and national and international seminars.

**6.5.3 Quality assurance initiatives of the institution include:**

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

**Response:** C. 2 of the above

File Description	Document
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

**Response:**

Measure initiated by the institution for the promotion of gender equity during the last 5 years.

Initiation shows gender sensitivity in providing facilities such as

- Safety and security
- Counseling
- Common Room

For safety and security, college has Grievance Redressal Cell, Woman Cell and Help Desk cell which addresses the grievance of girl students. The utmost priority of the institution is security of female students, to prevent the sexual harassment and to ensure their safety within the campus, committee meets regularly to look in to matter of indiscipline against girls. Woman cell is headed by senior women professor of the institution and the anti-ragging committee ensures that ragging is prohibited in the campus. therefore there are no incidence of ragging or sexual harassment incidence been reported in the campus.

All the stakeholders including student faculty member and parents can complain about their grievance to the Principal also through a specially created complain box. All complaints received are processed and communicated.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Link for annual gender sensitization action plan	<a href="#">View Document</a>

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

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

**Response:** D. 1 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

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

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

#### Response:

The facilities in the institution for the management of following types of degradable & non degradable waste.

- Solid waste management
- Liquid waste management
- E-Waste management.

#### Solid waste management:

- Each class room/ staff room/ office/library is provided with dustbin, which is regularly emptied. The solid wastes are bio- degradable and are in the form of leaf & paper which are thrown in to the dug pit and converted into natural fertilizer by providing a suitable environment.
- The institution follows "Green protocol" while conducting events and programs.
- Student and faculty member are encouraged to use non-plastic product like bottle, lunch boxes, files etc.
- Proper maintenance of infrastructure and timely repair of furniture is along to minimize solid waste.
- Used papers and news papers are sold for recycling.
- The waste products accumulated are carried to a proper place and for better disposal of waste sometime help of Nagar Palika Parishad is sought.

#### Liquid management:

A very limited quantity of liquid waste is generated in the chemistry laboratory which are kept separately in protected place and disposed properly.

The waste water from chemistry lab is collected with pipes and disposed off properly.

#### E-waste management:

E-waste is minimal as the staff and students are not encouraged to use CDS and other temporary e-

resources. Most of the information is shared through on-line or through web and hence the e-waste is minimal.

File Description	Document
Any other relevant information	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

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

Response: C. 2 of the above

#### 7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

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



**Response:** A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.7 The Institution has disabled-friendly, barrier free environment

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

**Response:** C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

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

**Response:**

**Response:-**

The institute has conducted several programs for providing an inclusive environment our college has taken various initiatives for promoting tolerance and harmony toward cultural, regional, linguistic and other diversities.

For the promotion of unity in diversity our college organizes program on Sadbhavana Diwas, (20th August) to encourage national integration, peace, affection and communal harmony.

On 31st December National Unity Day is celebrated to commemorate the birth anniversary of Sardar Vallabhbhai Patel and to member his contribution in unification of India as one country various program are organized that aims at strengthen the unity and integrity of India.

Every year NSS cell conducts special camps in villages for NSS volunteers, these camps are directed towards various social issues impacting the lives the people in the community including social and cultural values among the young students. the volunteers mainly under take awareness activities with regard to the social issues.

Our institution also organizes various cultural programs to celebrate the cultural diversity of India. During the annual functions, students from various regional and cultural backgrounds participated and show their regional or cultural folk songs & dance.

To cater the linguistic diversity, all students related competitions like essay, writing, hand writing, elocution are conducted in Hindi and English language.

Here the list some of the celebration.

Day celebrated	Date
Sadbhawana Divas	
Gandhi Jayanti	3rd December
National Unity Day	2nd October
Independence Day	31st December
Republic Day	15th August
Chhattisgarh Day	26th January
World Environment Day	1st November
Women's Day	5th January
	8th March

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations:

**values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

**Response :-**

To sensitize students and employees to the constitutional obligation , values , rights and duties our institution undertakes different initiatives by organizing various activities .

On 26th November Constitution Day is celebrated by Political Science department in which students are taught about formation of our constitution , How our constitution provides human dignity , equality social justice , human right and freedom .

Guest Lectures are arranged by eminent personalities to address on ethics , values ,duties and responsibilities of citizen .

A voters pledge program is organized on National Voters Day to the appraise students about the importance of casting vote . Various activities and competitions like essay writing , poster , slogan & rangoli making are organized .

Our students have also participated in university level programs and have also secure good positions in slogan competitions. Institute organizes “Nukkad Natak” on National Voters Day to convey the message of harmony and peace and also to make common people aware about their right to vote and how it is important to fulfill their civil duties and use their civil rights.

Every year Republic Day is celebrated on 26th January by organizing activities highlighting the importance of Indian constitution .

Independence Day is also celebrated to commemorate our struggle for freedom and importance of Indian constitution .

Vigilance Awareness Week from 30th October to 4th November . Institute organized in various collaboration with South Eastern Coal-field Limited (SECL) Hasdeo division , in which competition were arranged under the topic “ Corruption Freedom India “. Many students of our college were awarded by the General Manager of SECL .

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

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

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

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

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

Our institution organizes national festivals such as Independence Day ,Republic Day in which students actively participated . Our Principal hoists the Tricolor at 7:30 am, in the presence of all teachers and staff & students .Our faculty members , staff and students recite patriotic song , poetry and deliver speech to motivate all .

On 2nd October every year Gandhi Jayanti and Lal Bahadur Shastri Jayanti is celebrated by cleaning college campus and class rooms under Swachh Bharat Abhiyan as announced by the Govt of india . On the occasion of Vivekanand Jayanti , a week long program , "Yuva Saptah" is organized by NSS unit and student council members . Rally , debate competition , essay competition are some of the activities of this event .

Teacher's Day (5th September ) is celebrated on the occasion of our former President of India, Dr. Sarvapalli Radhakrishnan's Birthday, by the students in the college to honour the faculty members .

National unity day (31st october) is celebrated as the annual commemoration of the birthday of Iron-man Sardar Vallabhbhai Patel , staff and students take the unity pledge .

World AIDS Day (1st December) the NSS Department organizes an awareness rally on the world AIDS Day . The message about this deadly disease is conveyed to the society through Placards and chanting of slogans .

International Literacy Day , National Blood Donation Day ,National Anti-Terrorism Day , National Anti-Drug Day , National Deworming Day is celebrated in the college by NSS Department .

On the occasion of Basant Panchami, Saraswati Pooja is organized by student council members and staff .

World Yoga Day is celebrated every year on June 21st and a week long yoga training session organized by the NSS unit..

File Description	Document
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

**Response:**

- 1. Social Awareness & Kindling Creativeness Context:** - Inclusive practices of the institution to impart holistic education are inherent in the system. Students belong to every class, community and linguistic groups. They are trained to be men & women of competence, commitment, compassion & conscience.

**Objective :**

1. To make students aware of their encircling society and be socially responsible by performing their duties and also be aware of their social rights by portraying the lives of eminent personalities of respective field students are inspired to soar high.

**Process :**

In our institute the arts, science & commerce faculties exercise inspirational creativeness by assigning students to make posters of relevant personalities, portraying their lives and work, and every day the classes begin with "Thought of the Day" motivates the students as a whole. N.S.S. cell and red cross unit also join hand in fruitful dispersion of the aforementioned.

**The Faculty of Arts:**

There are eight departments including Hindi, English, Music, Home Science, Sociology, Political Science, History & Economics in which the students are encouraged to prepare hand made posters & cut-outs of eminent personalities of their respective field where their brief life stories are being displayed along

with special motivational quotation are also presented on their class room.

For example renewed poet, novelist, dramatist prose writers and creative writers of eminence from the fields of Hindi, English literature & music like – Kabir Das, Mahadevi Varma, Suryakant Tripathi Nirala, Shakespear, Rabindra Nath Tagore, Wordsworth, Arundhati Roy, Khuswant Singh, R.K. Narayan, Pt Ravishankar , Pt Hari Prasad Chourasiya, Pt Bhimsen Joshi, Ustad Ali Akbar Khan, Ustad Allah Rakha, Ustad Bismillah Khan, Pt Rahul Sharma.

In the field of History, Economics, Sociology & Political Science posters of eminent personality like Nobel Prize winner Dr. Amartya Sen, Dr. Abhijit Banerjee, Dr. Manmohan Singh, renowned Sociologist Karl Marx, August Comt, Marx Weber, and in Political Science great philosopher Aristotle, Plato, Gandhiji's biography is displayed through charts & working model under the broad head of societal structure, panchayti raj, rural development strategy, functionalism, fundamental rights duties parliament formation, decentralization of power etc. is made and displayed in the class room.

### **Faculty of Science :**

There are six department that comprise of the faculty of science namely Mathematic, Physics, Chemistry, Botany, Zoology and Geology students of these streams prepare working models charts, cut-outs and teaching aids under the guidance of the respective faculty members in the P.G. department of chemistry students are encouraged to make power point presentations on the recent scientific outcome in chemical science and the scientist. there are several charts and hand outs being prepared by the students depicting the working principles, handling, maintenance and precautionary measures of various scientific instruments and equipments and also working for the safe of hazardous chemical in all the laboratories except mathematics. In computer department working model of computer, important date of invention & generation charts in displayed.

### **Faculty of Commerce :**

It is a post graduate department in which students are asked to prepare hand made charts of renowned professor of commerce like Prof. Marshall, Prof. Robbins, Prof. F.W. Taylor and charts and teaching aids under the broad head of G.S.T. Income tax, Banking & Accounting processes, Demand-Supply chart, G.D.P., Controlling of budget and statistical calculation chart, motivation & header ship theories related to business management are also being displayed.

### **Evidence Of Success :**

Students are motivated through the preparation process as well the display and discussion of the charts, models, teaching aids etc. Prepared by them. The participation of the number of the students in such activities show the success of our efforts namely B.Sc. III year student Irshad Ali has started his own You Tube channel where he prepare small motivational videos related to various social issues and guidance videos for fellow students to help them cope with the ensuing pandemic stresses etc.

Anubhav Gupta B.Sc. II year, also runs his own You Tube channel on educational & motivational purpose. ex. student Tauseef (B.Sc. Bio) also runs a You Tube channel where he posts some DIY art & craft videos.

### **Problems Encountered and Resources Required :**

We have faced some problems regarding lesser number of student participation and lack of team work. Over the period of time, being motivated by the previous year students, participation and engagement of students are now increasing and they are willingly dedicating their time and effort in the activity.

### **1.Bio-Diversity Enriched Campus :**

#### **Context**

The location of our campus is picturesque and being situated just at the foothill of nearby plateau which is rich in greenery and it contains rare medicinal plant along with the common vegetation of Chhattisgarh provides pleasing view where in teaching-learning process gets intertwined with environmental conservation and awareness.

#### **Objective :**

Global pollution scale shows a considerable amount of desertification contributing to the rise in ambient temperature resulting in global warming. Our campus provides a place of solace and soothes the aesthetics of mind and body in which students can feel well-connected to Nature.

#### **Process :**

The rich flora & fauna encircling the campus helps us to create a bond between the students and Nature. Our institute conserves the native plants, like Maha Neem, Saal, Shagaun, Eucalyptus, Neem, Mango trees, Guava, Arjun, Gulmohar, Jamun, Peepal, Amla, Kathal, Ashok, providing nesting and roosting places for various species of birds & insects. The campus echoes of the melodious chirps of birds and whistling of insects and colorful displays by the flowers and fruits. The campus ensures spiritual serenity that enables students to concentrate more on studies. The surroundings of our college building provides a lush green pasture for various cattle to graze and dung produced by them is used for producing manure and bio fertilizers.

The institute does green audit periodically and the faculty of Zoology and Botany guide students to complete small surveys that aids in compilation of area wise data regarding the flora & fauna of the campus and around. The science faculty also encourages soil and water testing included in their practical syllabus to get an idea of changing component concentration in and around the campus.

Ours is a oxygen rich campus and in various season the changes in the natural beauty invokes spiritual upliftment not only amongst the students but also the staff and faculty.

The campus is showered with natural lights and cool breeze which ensures less utilization of electricity hence less carbon emission that contributed in maintenance of green campus.

#### **Evidence of Success :**

Number of student enrollment in various courses have considerably increased over the years, owing to the natural ambience. More and more students are activity participating in teaching learning process. Our institute is contributing a bit to nature by organizing “Vriksha Ropan Tyohar” every year for a week where we plant saplings in and around our campus and students also participate with great



enthusiasm and zeal.

### Problems Encountered and Resources Required :

Our institute is aiming to establish a herb garden in near future for which we are collecting saplings of medicinal herbs from various parts of the districts which are endemic to the area. We have faced some problem during the fall season and summer when there are scattered incident of forest fires in & around our campus, and to extinguish which we had to ask for assistance from the forest department in light of which our institute is also planning to establish a rain water harvesting unit.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

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

**Response:**

**Response:-**

Step towards quality education.

It is our basic mission to nurture a quality education among students of rural , under privileged class & economically backward students . It is important for girl especially for the rural area , to identity themselves with self-confidence & esteem . Our focus is to import knowledge and improve women to serve society.

Skill development may be defined as an expression to improve your efficiency , ability to perform work and to complete task at the right time .The college has tried to consider this aspect so that students will be equipped with the quality that enhance their strength .

We have courses like PGDCA , BCA that have a focus on employability in technical field whereas subject like Home Science and Geology aims to generate employability is the fields of Nutrition , Nursing , Geo-mining soil & water surveying . Due to being located in an around coalfields prospect for students opting Geology are more in afore mention field .

**Courses like Physics and Chemistry:-**

Our institution runs masters program in Chemistry and there is provision for short term dissertation preparation , where they learn skills at different industries which later on aids them to opt for job related to



coal washery, pharma industry and power plant .

Fundamental subjects like Mathematics and Physics enables students to pursue jobs in the field of banking , accounting and higher level computational research oriented jobs also .

Courses like Zoology & Botany offers job placements the field of forest services , surveying , Biodiversity research , jobs as museum curators, Zoological & Botanical garden supervisor , fisheries , apiculture , sericulture , dairy, poultry, bio-technological and bio- engineering services and also as conservational biologists.

Studying Commerce Economics can lead for jobs in the field of Business administration , management Services ,Financial Advisors , Accountancy etc.

Institution runs master program in social science including Sociology & Political Science . Pursuing which enables students to opt job in the field of social words , activists , reformers, socio- economic researchers .

Our's is the only institute in Sarguja districts of Chhattisgarh that graduate program in Music (instrumental) which can generate self- employability as individual/group performer, music teacher , therapist .

Languages like Hindi & English as well as literature studying can open numerous doors to job opportunities . Media (print and social) , creative writing , content writing bloggers , interpreters , bilingual translators , novelist, poets , lyricist are some of the glorious fields where students from these backgrounds can flourish.

File Description	Document
Link for appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

#### Additional Information :

- We have a State of the Art Green Campus where year around a peaceful environment prevails that helps students develop & sense of spiritual and physical well being.
- Many of our faculty members are nationally recognized speakers and content creators. Time and again our faculty members are invited to deliver lectures and address mass and are also members of the Board of Studies (BOS) of Sant Gahira Guru University Sarguja.
- Our faculties are also honorable members of different social clubs and state level educational institutions as-well-as district level literary clubs.
- Our's is an institution where unique courses like Music, Home Science and Geology being offered under Sant Gahira Guru University Sarguja. Music is only offered in our institution. This subject has potential for self-employment along with another subject Home Science which also has ample opportunity for self-employment generation and entrepreneur debuts in bakery, fashion designing, nutrition, culinary expertise, home décor etc.
- Being surrounded by several coal mines and natural mineral resources, this area provides innumerable job offers with respect to geological knowledge.
- In our institution we have National Service Scheme (NSS) section comprising of boys & girls unit. Every year they adopt nearby villages and run various social and rural development activities where students from our institute take part and help the villagers.
- We have working gymnasium equipped with various aids and we also encourage students in various sports activities.
- Our students have represented the institute at university, state and national level in kho-kho and other sports.
- Students are encouraged for various physical activities which not only benefits their health but also augments their mental strength.

### Concluding Remarks :

#### Conclusion :

In order to provide a platform for higher education and also to meet the needs of the underprivileged students nearby, this institution had being established in the year 1973 by a group of members namely Shravan Kr. Kakkad, Samaliya Prasad Saraf, Shravan Kr. Tamrakar, Prithviraj Arora, Parmanand Tamrakar and Dr. R.N. Sharma. Initially the institute was opened only with B.A. courses and handful number of students.

In the year 1982 government took over this institution and it was affiliated to Guru Ghasidas University Bilaspur as an undergraduate college with -3 courses. Later on four Post Graduate courses in Political Science, Sociology, Commerce and Chemistry were introduced and college was upgraded to Post-Graduate status, being one of the oldest Government institution of the area.

Our institute had served its purpose for the last 48 years. Recently our institute has been permitted to run courses like PGDCA and BCA.

Our institutes has a glorious front in producing alumni of national and international reputes who are serving the nation in various fields. In view of the NEP 2020 vision our institutes is striving to meet with the visions of the establishment of research facilities and to put up with its dream of becoming the novel research centre. In order to meet up with this challenge our institution want to be recognized and accredited as institute for excellence on the national front.

NAAC