



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SANT GURU GHASIDAS GOVT. P.G. COLLEGE, KURUD

SANT GURU GHASIDAS GOVT. P.G. COLLEGE, SAN
493663

<http://govtcollegekurud.com>

SSR SUBMITTED DATE: 31-12-2022

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

December 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sant Guru Ghasidas Govt. Post Graduate College Kurud is one of the two P.G. Colleges located in Dhamtari district of Chhattisgarh State. It is located in Kurud town, a semi urban area of the district, at the distance of 26 kms from the district head quarter towards Raipur city (the capital of the state) on the National Highway 43. It is also connected with a narrow gauge Railway line from Raipur Junction to Dhamtari Railway terminus. The college is located in midtown, which has a Nagar Panchayat and Tehsil Head Quarter along with a Community Health Centre.

The college has been established by the state government on Nov 1984 and upgraded as P.G. College on June 2006. It is a multi-faculty college where Arts, Science and Commerce streams are available. The College is affiliated under the Pandit Ravishankar Shukla University, Raipur and has been affiliated to the University since its establishment. So far as the affiliation is concerned the institution has obtained UGC affiliation under section 2F and under 12B.

Currently the institute offers PhD programme in Hindi, PG programmes in 14 Subjects, 9 UG programmes and one PG diploma programme. The college has its own campus of 15 Acres. The institution has NSS unit and NCC unit. In the institution Bachelor of physical Education, B.Sc. Biotechnology, Microbiology Information Technology and Computer Science as professional course. With various extra-curricular activities the academic calendar is strictly adhered in the institution as per rules and regulations. The goal of the institution is to uplift the academic and career oriented qualities among the student of the region.

Under the leadership of Dr. Om Prakash Chandrakar the Principal is endeavoring to achieve the aim of qualitative education. Some teachers are the members of the Board of studies in the University. Many faculties are M.Phil / Ph.D. degree holders. The motto of the institution is "*Vidya Dadati Vinayam*" means Knowledge gives Humbleness. It is a matter of pride that the college has been conferred the name of Guru Ghasidas who was a spiritual personality and well known for spreading the light of knowledge.

Vision

To provide affordable quality education, while equipping students with knowledge in their chosen stream and inculcate human values, and thus shape them into good citizen, entrepreneurs and above all good human beings.

Mission

- To provide quality education to all students irrespective of caste, creed, religion and socio-economic status to uplift the society as a whole.
- To maintain academic standard through effective teaching learning method.
- To shape the student as a golden citizen by inculcate discipline and human values.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Sant Guru Ghasidas Government Post Graduate College (SGGGPGC), Kurud is providing under graduate and post graduate level education in very affordable prices (Fix by C.G. Higher Education Department) as compare to the fees of private institutions to the local students of rural area surrounded to Kurud Block in Dhamtari District.
- SGGGPGC possesses good reputation in the student of Dhamtari district. Many of its alumni are hold virtuous posts in various departments and companies and some are active politicians.
- A total of 21 teaching and 12 Non-teaching permanent faculty
- Four MoU with various institutions.
- Various UG, PG, PG diploma programmes and a research center in Hindi Literature.
- Every year, at the time of admission in various courses, college receives 3 to 4 times superfluous admission forms against sanctioned seats.
- Good connectivity; college is in Kurud city, and well connected by road. It is situated near National Highway no. 43. It is easily approachable to students from rural areas.
- SGGGPGC is only college in Dhamtari District have following professional courses:

A. Only college in Dhamtari District Providing:

a. M.Sc. - Biotechnology

b. B.Sc. - Biotechnology

c. B.Sc.- Microbiology

B. Only Government College in Dhamtari District having approval to run Master of Computer Application Course. However, the programme is currently not running.

C. Only Government College in Chhattisgarh providing co-ed full-fledged Bachelor of Physical Education course approved by NCTE.

- College has its own building and sufficient land for further infrastructure development for future requirements.
- Good library exists with more than 26,000 books, journals. Also library subscribes daily newspapers. In library, books and magazines for competitive exams are available to students for preparation of competitive examination.
- The central library provides various e-learning resources and many faculty members use ICT tools during teaching and learning.
- College has sports grounds with adequate sports facilities.
- The college has following NCC and NSS units:

a) NCC Army wing mix unit Attached with 27 CG Bn

b) NSS units (2 units, one boys and one girls unit)

- College has study center and facility for Examination for Pt. Sunder Lal Sharma (Open) University

Institutional Weakness

- Some of the sanctioned posts of professors and assistant professors and other non-teaching staffs are vacant.
- Present staff needs up-gradation of knowledge, training for new developing scenario in field of computer, technology, teaching-learning pedagogy.
- Newly appointed teaching staff needs orientation, refresher, and specific workshops to develop their research and professional competencies.
- Non-teaching and clerical staff needs specific / fundamental computer knowledge to prepare and maintain database for MIS.
- Laboratories for UG and PG courses are insufficient in terms of infrastructure, equipment's, materials and supporting staffs.
- Library is not updated. Scarcity of new books and titles in library.
- Present Infrastructure is inappropriate and insufficient for running existing courses. Presently college is facing insufficiency of classrooms, laboratories, toilets according to the number of enrolled students.
- College campus land is not protected by proper boundary wall.
- Central computer lab is not in existence.
- Proper amenities viz. toilets, clean drinking water, common rooms, canteen/cafeteria, cycle stand, infrastructure for physically challenged persons etc. are not in proportion as per the enrolled strength of students.
- Students are gaining academic theoretical knowledge and they are good in their academic field. But, they are unable to express/communicate themselves in CVs, bio-data, interviews. In short, for employment they can't represent themselves and their abilities impressively to the employer.
- Lack of supporting equipment's of office like fax machines, Xerox copiers, scanners, color printers, computer systems, networking facilities (Wi-fi), communication system (fax, telephone, intercoms, etc.).
- Teachers need more orientation training for new development in their respective subject for knowledge enhancement and research to enhance their professional competence to produce good quality papers publications, book publications and intellectual outcomes.

Institutional Opportunity

- In Kurud block, private higher education institutions are nonexistent. UG and PG courses offered only by our institute.
- Students are very keen for professional courses in higher education.
- In Kurud block, approximately 10,000 students are passing out from higher secondary level every year

and this college having limited number of seats in UG level.

- Need of new certificate courses and also we can ask for research center in this area to provide M.Phil. and Ph.D.
- Demand of PG courses in, Computer Science, Physical Education.
- Need of certificate courses like computer based accounting, management, etc.
- Student of Kurud block have potential to perform in state and national level sports.
- The students need proper career guidance and counseling for choosing right course as per their capability and interest. In Kurud block no facility exists for career guidance and counseling to students on entry level in UG and PG stage.
- Staffs have opportunity to prepare research projects to attract abundant amounts from various research funding agencies like CSIR, UGC, CCOST, ICMR, etc.; which will fortify the backbone of laboratories and also provide copious research fellowship amount to the research scholars.
- To increase collaboration among institution.

Institutional Challenge

- To improve communication skill among students especially in English language.
- Insufficient Internet facility in rural area among students for utilization of online study material or video lecture.
- To improve the use of ICT among students from weaker section of society.
- Improvement in Research oriented work in limited resources.
- Private institutes are showing their presence with their distance education programs with professional courses.
- New private institutions provide teaching through advance teaching aids. College is not able to provide such facilities.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution follows curricula of affiliating university, Pt. Ravishankar Shukla University, Raipur (C.G.). Institution delivers curricula that meet the challenges of local/regional/national competencies incorporating the attributes - *knowledge, skills, and values*.

To provide scientific ecosystem, one research centers run Ph.D. program in Hindi Literature. All programs underwent curricular revision by the affiliating university. Projects/field work/industrial visits are integrated in curricula to incorporate experiential learning in many programmes.

The outcome-based education (OBE): Curriculum is being followed with specified Program Outcomes, Program Specific Outcomes and Course Outcomes. Many PG and a few UG programs offer elective courses. To ensure choice-based learning, ample subject combinations are being offered under UG program In B.Sc.

(Bio-Group), along with Chemistry, Botany/ Zoology students can opt for Microbiology/Biotechnology. In B.Sc. (Maths-Group), along with Mathematics, Physics/Chemistry students can opt for Computer Science/Information technology. In BA program, students can choose any three subjects from Arts/Social Science/Literature stream. To equip graduates with professional skills, UG/PG/PGD programs in computer application are being offered.

Cross-cutting issues are addressed through various courses, activities of Societies, NCC/NSS/Red Cross, etc. Structured feedback is collected from various stakeholders were analyzed for continuous improvement. The academia-based administrative contribution of faculties is another honor for our college, viz. BoS members of Universities and Autonomous colleges.

Teaching-learning and Evaluation

The college is one of the leading institutions of higher education in Dhamtari region and delivers cost-effective and quality education. More than 2500 students are enrolled in the institution, most of them came from socioeconomically disadvantaged communities. Admission is provided to students as per the reservation policy of the state Government for ST, SC, OBC, PWD candidates. In which 30% of the seats available in all categories is reserved for women candidates. Merit is the main criterion through a transparent admission policy and guidelines of the HEI of state is followed.

The demand ratio for UG in PG programmes is very high. The college has qualified and experienced faculty with many holding Ph.D. degrees. Rest of the faculties has either M. Phil. degree or qualified NET/SET. Remedial classes, personal attention/ counselling and study materials provided for slow learners. Advanced learners are encouraged to get involved in administrative activities of departmental associations, special coaching and internships etc.

For proficient mentoring of students all the full-time teachers are engaged in the mentoring activity. Non-conventional ways of teaching, including ICT-supplemented methods, are used extensively along with traditional methods of classroom teaching. Group discussions, debates, quizzes, field visits, seminars, poster making, essay writing competitions and many more activities are conducted with an aim to promote student-centric learning. Teachers are proficient in using ICT tools and educational technology. Power Point presentations are employed for teaching. Classes were also taken in blended mode during the pandemic. Academic activities of each year are planned at the onset of the session and communicated to the stakeholders in the form of academic calendar.

The college acts as an examination center for annual, semester or supplementary examinations conducted by the affiliating university. The Examination pattern consists of Annual/Semester Examination and Continuous Internal Assessment. The internal assessment incorporates internal tests, seminars, assignments, project works etc.

Research, Innovations and Extension

The college has one recognized research center for the PhD programme in Hindi Literature and total 05 recognized research supervisors by the University. Presently 12 registered research scholars are perusing their PhD programme and 02 have been awarded their PhD degrees in the last five years.

The college has signed 04 MoUs for faculty exchange; student support and research work with other colleges. The major discipline of research activities of the college is Hindi Literature, Environmental Biodiversity studies.

Infrastructure and Learning Resources

The College has **15** acres campus with a good built-up area and has basic facilities for academic and extra-curricular activities. The institute is equipped with infrastructure safety and security tools which govern development activities. There are a total of 07 CCTV Camera, 02 ICT enabled classrooms, 07 class rooms with LCD projectors, English Language lab, departmental Labs. The buildings have LAN connections with broadband connectivity provided to all the buildings in the campus.

The Central library is partially automated equipped with computer, more than twenty three thousand collections of text books, reference books, journals, audio-visuals and CDs of e-resources, e-books and e-Journals. It is also connected through LAN with all fully automated facilities linked with N-LIST consortium, Web OPAC for the users, and a reading room. The campus has adequate facilities like Gymnasium, playgrounds for outdoor games, Cushion mats for Indoor games, billiards room and Table Tennis room, and performance stage for cultural activities. The facilities also include a girls common room with sanitary pad dispenser and incinerator machine, separate washrooms for staff and students and Canteen etc. In the Science block 01 Botanical Garden and Vermicomposting unit are available.

Student Support and Progression

The college is a student- centric institution which provides necessary assistance to students to enable them to acquire meaningful experiences for learning at the campus. There is well defined mechanism for student support and progression. There are many cells/committees comprising staff co-coordinators and student representatives monitored by the principal. The institution provides scholarships under various government schemes. Large number of students have benefited from these schemes during the last five years. The institution has a well-structured, organized guidance and counselling system in place. In addition to financial support, the institution has active student's grievance redressal mechanisms that help the students to seek redressal for complaints, including those about sexual harassment and ragging. Various capacity building and skill enhancement initiatives are also taken for the benefit of the student.

The institution's concern for student progression to higher studies and/ or to employment has led to take measures to facilitate optimal progression. The institution promotes student's representation and engagement in various administrative and co-curricular activities through a student union body that is elected/ nominated annually by the active participation of all students. The institution promotes value-based education for inculcating social responsibility citizenry amongst the student community. The institution has the required infrastructure and promotes active participation of the students in sports, cultural, literary and social activities. Students actively participate in extension activities through NSS, NCC, Youth Red Cross etc.

Governance, Leadership and Management

The participative and decentralized management and governance of the college is guided by its vision and mission statement which aims at holistic development of the students besides making them competent.

Admissions, Academic Systems, Faculty Excellence, Student Outcome and Infrastructure are the foundation stones that have led to the formation of institutional excellence. Being a government institute, the college follows the directives of UGC and the department of Higher Education, Chhattisgarh. The college follows participative management which includes academic and administrative bodies. The Principal and the Local Body representatives like State Government Administrative officers, Industrialists, Educationists, University representatives and personalities from Political domain, constitute successive order in the hierarchy.

IQAC and various committees that assist in the college administration in their functioning. The IQAC plays a pivotal role in planning and establishing systems and procedures through constant meetings. AQAR is prepared and submitted every year. The IQAC have also been instrumental in promoting research in the institution. Subsequently this has led to the signing of MoUs and Collaborations with some institutes.

The college follows a well -developed system of e-Governance in the areas of administration, finance, accounts, admission and examination. The institution has implemented all welfare measures for its teaching and non-teaching staff as per the government norms.

Optimal utilization of resources is the major concern of the institution. This enables the college to follow established procedures for optimal mobilization of funds received from different funding agencies like government resources, voluntary organizations and philanthropists .To maintain transparency at all levels, internal and external financial audit is conducted regularly.

Institutional Values and Best Practices

The college follows the policies as mandated by the UGC and the State government. The Code of Conduct for the administrative staff and faculty are followed as per the norms of the state govt. As it is a co-education college all the programmes ensure that both boys and girls participate in them. Campus is a Tobacco free zone and has banned single use plastic. Rainwater harvesting and Roof water harvesting mechanism are in place in two buildings Science block 02 and Science block 03. LED Bulbs, tube lights are also installed to conserve energy. Divyangjan ensures support per the Govt. norms. It is a research centre for Hindi literature subjects with highly qualified research guides.

The institute follows the two best practices as given below.

- 1) Online Feedback System
- 2) Green practices

2. PROFILE

2.1 BASIC INFORMATION

| Name and Address of the College | |
|---------------------------------|---|
| Name | SANT GURU GHASIDAS GOVT. P.G. COLLEGE, KURUD |
| Address | Sant Guru Ghasidas Govt. P.G. College, San |
| City | Kurud |
| State | Chhattisgarh |
| Pin | 493663 |
| Website | http://govtcollegekurud.com |

| Contacts for Communication | | | | | |
|----------------------------|-----------------------|-------------------------|------------|--------------|-----------------------------|
| Designation | Name | Telephone with STD Code | Mobile | Fax | Email |
| Principal | Om Prakash Chandraker | 07705-296375 | 9425553611 | 07705-296375 | pgcollegekurud@gmail.com |
| IQAC / CIQA coordinator | D.k. Rathod | 07705-223376 | 7999794643 | 07705-223376 | principal-gckurud.cg@gov.in |

| Status of the Institution | |
|---------------------------|------------|
| Institution Status | Government |

| Type of Institution | |
|---------------------|--------------|
| By Gender | Co-education |
| By Shift | Regular Day |

| Recognized Minority institution | |
|--|----|
| If it is a recognized minority institution | No |

| Establishment Details | |
|-----------------------|--|
|-----------------------|--|

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

| Details of UGC recognition | | |
|----------------------------|------------|-------------------------------|
| Under Section | Date | View Document |
| 2f of UGC | 25-07-1989 | View Document |
| 12B of UGC | 07-02-1992 | View Document |

| Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC) | | | | |
|---|---|--------------------------------|--------------------|---------------|
| Statutory Regulatory Authority | Recognition/Approval details Institution/Department programme | Day,Month and year(dd-mm-yyyy) | Validity in months | Remarks |
| NCTE | View Document | 31-05-2015 | 72 | PAR Submitted |

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

| Location and Area of Campus | | | | |
|-----------------------------|--|-----------|----------------------|--------------------------|
| Campus Type | Address | Location* | Campus Area in Acres | Built up Area in sq.mts. |
| Main campus area | Sant Guru Ghasidas Govt. P.G. College, San | Urban | 15 | 3780 |

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 | BSc,Science | 36 | HSSC | English,Hindi | 100 | 100 |
| UG | BSc,Science | 36 | HSSC | English,Hindi | 120 | 60 |
| UG | BSc,Science | 36 | HSSC | English,Hindi | 30 | 20 |
| UG | BSc,Science | 36 | HSSC | English,Hindi | 20 | 9 |
| UG | BSc,Science | 36 | HSSC | English,Hindi | 30 | 30 |
| UG | BSc,Science | 36 | HSSC | English,Hindi | 40 | 40 |
| UG | BCom,Commerce | 36 | HSSC | | 170 | 155 |
| UG | BA,Arts | 36 | HSSC | | 320 | 320 |
| UG | BPEd,Physical Education | 24 | UG | | 50 | 50 |
| PG | MCom,Commerce | 24 | UG | English,Hindi | 20 | 20 |
| PG | MA,Geography | 24 | UG | English,Hindi | 40 | 40 |
| PG | MA,English | 24 | UG | English,Hindi | 30 | 30 |
| PG | MA,History | 24 | UG | English,Hindi | 20 | 20 |
| PG | MSc,Botany | 24 | UG | English,Hindi | 24 | 24 |
| PG | MA,Political Science | 24 | UG | English,Hindi | 30 | 30 |
| PG | MSc,Physics | 24 | UG | English,Hindi | 34 | 33 |
| PG | MSc,Chemis | 24 | UG | English,Hindi | 34 | 34 |

| | | | | | | |
|---|------------------------|----|----|---------------|----|----|
| | try | | | i | | |
| PG | MA,Hindi | 24 | UG | English,Hindi | 40 | 43 |
| PG | MA,Sociology | 24 | UG | English,Hindi | 30 | 30 |
| PG | MA,Economics | 24 | UG | English,Hindi | 25 | 25 |
| PG | MSc,Mathematics | 24 | UG | English,Hindi | 24 | 25 |
| PG | MSc,Zoology | 24 | UG | English,Hindi | 34 | 34 |
| PG | MSc,Biotechnology | 24 | UG | English,Hindi | 34 | 33 |
| PG Diploma recognised by statutory authority including university | PGDCA,Computer Science | 24 | UG | English,Hindi | 30 | 30 |
| Doctoral (Ph.D) | PhD or DPhil,Hindi | 36 | PG | Hindi | 10 | 10 |

Position Details of Faculty & Staff in the College

| Teaching Faculty | | | | | | | | | | | | |
|---|------------------|--------|--------|-------|----------------------------|--------|--------|-------|----------------------------|--------|--------|-------|
| | Professor | | | | Associate Professor | | | | Assistant Professor | | | |
| | Male | Female | Others | Total | Male | Female | Others | Total | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | 10 | | | | 0 | | | | 29 | | | |
| Recruited | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 21 | 0 | 0 | 21 |
| Yet to Recruit | 9 | | | | 0 | | | | 8 | | | |
| Sanctioned by the Management/Society or Other Authorized Bodies | 10 | | | | 0 | | | | 29 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Yet to Recruit | 10 | | | | 0 | | | | 29 | | | |

| Non-Teaching Staff | | | | |
|---|-------------|---------------|---------------|--------------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 10 |
| Recruited | 4 | 1 | 0 | 5 |
| Yet to Recruit | | | | 5 |
| 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 | | | | 16 |
| Recruited | 5 | 1 | 0 | 6 |
| Yet to Recruit | | | | 10 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 0 |
| Recruited | 0 | 0 | 0 | 0 |
| Yet to Recruit | | | | 0 |

Qualification Details of the Teaching Staff

| Permanent Teachers | | | | | | | | | | |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 2 | 0 | 0 | 0 | 0 | 0 | 6 | 0 | 0 | 8 |
| M.Phil. | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 1 | 0 | 4 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Temporary Teachers | | | | | | | | | | |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD/DM/MCH | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Ph.D. | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 | 0 | 4 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 4 | 6 | 0 | 10 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Part Time Teachers | | | | | | | | | | |
|------------------------------|------------------|--------|--------|----------------------------|--------|--------|----------------------------|--------|--------|--------------|
| Highest Qualification | Professor | | | Associate Professor | | | Assistant Professor | | | Total |
| | Male | Female | Others | Male | Female | Others | Male | Female | Others | |
| D.sc/D.Litt/LLD/DM/MCH | 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 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| Details of Visting/Guest Faculties | | | | | |
|---|-------------|--|---------------|--|--------------|
| Number of Visiting/Guest Faculty engaged with the college? | Male | | Female | | Total |
| | | | | | |
| | 2 | | 1 | | 3 |

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 | 894 | 0 | 0 | 0 | 894 |
| | Female | 1412 | 0 | 0 | 0 | 1412 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| PG | Male | 233 | 0 | 0 | 0 | 233 |
| | Female | 545 | 0 | 0 | 0 | 545 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| PG Diploma recognised by statutory authority including university | Male | 15 | 0 | 0 | 0 | 15 |
| | Female | 15 | 0 | 0 | 0 | 15 |
| | Others | 0 | 0 | 0 | 0 | 0 |
| Doctoral (Ph.D) | Male | 6 | 0 | 0 | 0 | 6 |
| | Female | 4 | 0 | 0 | 0 | 4 |
| | Others | 0 | 0 | 0 | 0 | 0 |

| Provide the Following Details of Students admitted to the College During the last four Academic Years | | | | | |
|--|--------|---------------|---------------|---------------|---------------|
| Category | | Year 1 | Year 2 | Year 3 | Year 4 |
| SC | Male | 136 | 111 | 135 | 153 |
| | Female | 166 | 167 | 169 | 190 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 129 | 123 | 146 | 169 |
| | Female | 245 | 207 | 262 | 305 |
| | Others | 0 | 777 | 0 | 0 |
| OBC | Male | 808 | 1219 | 834 | 867 |
| | Female | 1216 | 0 | 1350 | 1370 |
| | Others | 0 | 0 | 0 | 0 |
| General | Male | 18 | 17 | 28 | 32 |
| | Female | 42 | 32 | 42 | 41 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 0 | 3 | 7 | 5 |
| | Female | 5 | 3 | 6 | 6 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 2765 | 2659 | 2979 | 3138 |

Institutional preparedness for NEP

| | |
|--|---|
| <p>1. Multidisciplinary/interdisciplinary:</p> | <p>In order to develop the all-round capacities of the students – intellectual, aesthetic, social, physical, emotional and moral in an integrated manner, the college is working in multidisciplinary subjects including science, arts, commerce and physical education as per the National Educational Policy 2020. Keeping in view the problems faced by the students, the college is offering undergraduate, postgraduate degree and post graduated diploma courses. The aim is to make the students equipped, so that they don't need to move distant location for higher education. As the College is preparing itself to have more of multi-disciplinary subjects it tries to identify the programme learning outcomes along with</p> |
|--|---|

| | |
|--|---|
| | <p>courses and unit learning outcomes that define the specific knowledge, skills, attitudes and values that are to be acquired by the learner and would ensure that each programme achieves its goal.</p> |
| 2. Academic bank of credits (ABC): | <p>Regarding the implementation of Academic Bank of Credits, the institution is an affiliated institute under the Pt. Ravishankar Shukla University, Raipur so it has to wait for the academic council to adopt the system.</p> |
| 3. Skill development: | <p>The pedagogical approach of the institution is student's centric where the faculties' pedagogical approaches are constructivist, inquiry-based, reflective, collaborative, practical learning and integrative. Summative and Formative assessments and assignments are used to evaluate the Students learning outcome. The college is promoting Value-Based Quality Education, hence the college takes efforts to inculcate positivity among the learners.</p> |
| 4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course): | <p>Regarding the adoption of Indian languages, the college offers post graduate course program in Hindi literature and Hindi is also in foundation course of undergraduate degree programme. The college also celebrates National festivals like Independence Day and Republic Day. Celebrating various significant days like World Aids Day, Environment Day, observing the Death and Birth Anniversary of National leaders/ideal which help in imbibing the good qualities of the students. Mentoring students is also one of the practices of the institution, to enable students to explore future employment pathways after graduation, and help them get the most of their studies.</p> |
| 5. Focus on Outcome based education (OBE): | <p>The College also makes an effort to understand that a pursuit of knowledge is a life-long activity and to acquire positive attitude and other qualities which will lead students to a successful life. To interpret, analyze, evaluate and develop responsibility and effective citizenship is one of the programme outcome of the students.</p> |
| 6. Distance education/online education: | <p>Keeping in view the convenience of the student, the various technological tools used by the faculties especially during the pandemic (Covid-19) lockdown are Google Classroom, Zoom, Google, using video lectures as teaching and learning aids, Group collaboration and interaction and assignment and</p> |

revision as well as the assessments have been conducted are some of the institutional efforts towards blended learning. In addition college is study center for the Pt. Sunder Lal Sharma (Open) University which provides various certificate, diploma, undergraduate and post graduate programmes on distance learning mode.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---|---------|-------------------------------|---------|---------|
| 3138 | 2989 | 2669 | 2765 | 2436 |
| File Description | | Document | | |
| Institutional data in the prescribed format | | View Document | | |

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 39

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |

2.2

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 36 | 18 | 36 | 34 | 32 |

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 191.46 | 1.97 | 21.12 | 196.45 | 23.71 |

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

The curriculum is adopted and governed by the UG and PG programs of Pt. Ravi Shankar Shukla University, Raipur. The institute however takes under consideration the relevance of local/national/regional/global developmental needs with learning objectives. To facilitate an equivalent, the institute has included undergraduate, postgraduate, post graduate diploma courses in various subjects. The institute works with proper documents for course planning and implementation.

The college follows the academic calendar and directions issued by the state government's department of higher education and therefore the affiliating university. At the start of the semester/session, each teacher has his / her own monthly work to fill and prepare the monthly schedule in their daily diary. These include proposed course content to be covered during the month for every class and course. At the start of every session/semester, the scholars are encouraged by teachers for tutorial initiatives like paper/poster presentations at National conferences, participation in training programs/workshops or symposia, etc. Completion of the syllabus is administered through an in-depth framework including the adoption of varied teaching methods (chalk and talk, use of projectors, online classes), innovation pedagogics, field trips, guest lectures, etc. At the top of every chapter, the teacher must record compliance. The progressions of educational activities are discussed in monthly department meetings and staff meetings.

Before the commencement of each semester/ Year, University and CGHED notify an academic calendar for all the programs, which contains the date of commencement, last working day of the semester, examination schedule, and dates for semester-end examinations.

The institute follows the calendar issued by the higher education department and affiliating University strictly and plans all its activities including the conduct of CIE. The institute prepares an institute-level timetable and subsequently every department prepares its timetable. The Institute calendar of events includes details like the total number of working days and holidays, CIE (unit test and term-end exam dates) dates, and dates for the Institute's annual programs. The department calendar comprises guest lectures, workshops, industrial visits, and other co-curricular and extracurricular activities. The academic activities, CIE, and all activities are conducted in adherence to the calendar of events except for unforeseen circumstances.

Internal Assessment tests (IA), assignments, quizzes, and seminars are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE as per the calendar of events. The course instructors prepare IA question papers based on the scheme of evaluation and approved by the Department Head. The internal assessment test timetable prepared by the HoDs is published to stakeholders and conducted as per the schedule. Continuous evaluation and assessments are also done for a laboratory courses, project work, and seminars. Conduction of laboratory experiments and viva, and submission of records are the major components of laboratory course evaluation. As per the laboratory

rubrics, the internal test is conducted at the end of the semester.

The Principal, through the academic committee meetings, frequently reviews the semester's progress and provides suitable suggestions. In case of revision of the academic calendar by the university, the institute incorporates the necessary changes accordingly

| File Description | Document |
|---|-------------------------------|
| Provide Link for Additional information | View Document |

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 0

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 0

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |

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:

Being an affiliated college, the college meticulously follows the curriculum prescribed by the university.

The university integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum. Following are the selected few courses which integrate cross-cutting issues in curriculum.

| Program Name | Course Title | Cross Cutting Issue |
|---|---|---------------------------|
| M.A. II ECONOMICS | Demography | |
| B.A.I Sociology | Introduction to sociology | Human values |
| B.A.I Hindi Lit | Katha avm upnyas (hindi sahitya) | |
| M.A I Sem Hindi Sahitya | Arvachin Kavya(hindi sahitya) | |
| M.A. II Hindi Sahitya | Adhunik Tatha madhykalin Kavya Upnyas Avm Nibandh ,sunder Kand | |
| B. A PART I B.SC. PART I B.COM PART I | Environmental Studies | Environment, Human rights |
| BPEd – 1 | Health Education | Environmental Education |

The college also has conducted various activities/programs on cross-cutting issues to supplement the university curriculum, to mention few.

Environmental and Sustainability:

NSS promote environmental awareness through tree plantation, water conservation, village cleanliness, plastic-free drives etc.

The college has taken initiatives in solid waste, and liquid waste management.

The LED bulbs to save the energy and minimize environmental pollution.

Environmental studies are compulsory subject at all undergraduate first year level and some environment related topics are included in the syllabi of Economics, Sociology, Botany, Zoology and English.

Gender sensitivity:

The college organizes various gender sensitivity programs such as Women's Health and hygiene, personality development, self-protection, yoga training etc.

The college organizes various workshops, seminars, expert lectures on gender sensitivity through different departments.

The college organizes lectures on Reservation policies, constitutional provisions especially for deprived population, education of child mortality, water scarcity, drought, flood, pollution.

Village surveys are practically exhibited through NSS/Sociology, Gender issues

Demographic issues in Economics.

In the literature of Hindi and English gender issues are carefully revealed to the students.

Human Values:

Human Values are covered in curriculum of Economics, Sociology, Hindi, English, and B. Com program.

Professional Ethics:

In commerce professional ethics are inculcated with the subjects like Insurance, Fundamentals of Entrepreneurship, Accountancy, Mercantile Law, Business Environment and Business

Communications. Communication and soft skill have place in many of these courses. Professional ethics are also an integral part of curriculum in all programs and in Bachelor of Physical Education.

Apart from these issues included in the syllabi of affiliating university, our institute has taken various steps to implant these issues among the students. NSS unit of the college actively participate in the national flagship programs and address cross-cutting issues at community level. To nourish mentally and physically, yoga training is provided to students. College organizes lectures on hygiene and sanitation to create awareness about health in girl students. A number of awareness and sanitization programs were conducted about COVID-19.

| File Description | Document |
|---|-------------------------------|
| Provide Link for Additional information | View Document |

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

Response: 5.39

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

Response: 169

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

| File Description | Document |
|----------------------------|-------------------------------|
| Upload supporting document | View Document |

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 83.26

2.1.1.1 Number of students admitted year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 3138 | 2979 | 2659 | 2765 | 2436 |

2.1.1.2 Number of sanctioned seats year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 3498 | 3498 | 3428 | 3344 | 3020 |

File Description

Document

Institutional data in the prescribed format

[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)

Response: 54.12

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1316 | 1210 | 1094 | 1149 | 1005 |

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 2221 | 2221 | 2179 | 2128 | 1919 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 87.17

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 using ICT tools

Response:

The college practices a teaching methodology that focuses on imparting education through a student-centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stakeholders, apart from boosting their confidence and encouraging independence. Since students vary in their ability to comprehend and absorb it is not possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a teacher-centric class. The teacher facilitates learning by allowing each student to comprehend at their level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace.

Courses of the college are defined highlighting course objectives, program-specific objectives, and program outcomes. This provides a comprehensive understanding to the student right at the beginning of the course as to what should be the primary focus. It also helps them self-evaluate their performance after the course. Feedback from the Course and teachers, given by students at the end of each semester or year provides an opportunity to identify any lacunae which can then be addressed.

Teachers make classes as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual methodology, Language Lab, Google Classroom, Field Visits, Field Work, and Projects are some of the means utilized by the various Departments to provide experiential and participative learning.

Experiential Learning is a learning process whereby the students “learn by doing” and then reflect on the experience. Across the various departments of the College, some of the used experiential learning activities that students get access to are as follows: The Department of Physics organized a study tour to the Department of Physics of Pt. Ravishankar Shukla University, Raipur, and a short training program on PCB designing. The Department of Botany organized a workshop on Vermicomposting in the current session.

Internal assessments are so planned to encourage students to work independently. Written assignments are required to be submitted by students and these need to be done individually by researching the given topic to enhance confidence and develop writing skills, apart from inculcating an interest in research activities. Seminars, which form the second component of internal assessment in some departments, help students present their assignments before the entire class helping them overcome stage fear and develop oratory ability.

The YRC, NSS units, and NCC have been set up for the students to participate, integrate and learn all the practical subject course works as experimental learning, participative learning, and problem-solving methodologies are needed for enhancing the learning experience.

| File Description | Document |
|---|-------------------------------|
| Provide Link for Additional information | View Document |

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 80

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 39 | 39 | 39 | 39 | 39 |

| File Description | Document |
|----------------------------|-------------------------------|
| Upload supporting document | View Document |

2.4.2 Percentage of full time teachers with NET/SET/SLET/ 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: 41.03

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 13 | 10 | 13 | 13 | 15 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The college has a transparent and robust evaluation process for internal and external assessment. To ensure transparency in internal assessment, the system of internal assessment is communicated with the students well in advance. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. At the beginning of the semester/session, faculty members inform the students about the various components of the assessment process during the semester/session. The internal assessment test schedules are prepared as per the academic calendar of the affiliating university and higher education department and communicated to the students well in advance.

Continuous evaluation is made through unit tests, assignment submissions, and seminar presentations. Internal examinations are conducted regularly as per the progression of the syllabus and schedule given in the academic calendar or the instructions from the affiliating university.

The performance of the students is communicated to the affiliating university. Personal guidance is given to the slow learners after their assessment. Students of Postgraduates classes are asked to deliver seminars on the concerned subject. Topics are given by the respective teachers to the students to prepare for power point/poster/oral presentation.

Redressal of grievances:

Departmental Level:

The continuous evaluation of students is carried out by faculty regarding theory lectures, labs, assignments, and unit tests. The marks are displayed on the notice board. Query if any is discussed with faculty members and HOD.

College Level:

The redressal of grievances of external examinations organized by the affiliating university, Institute appoints a superintendent and assistant superintendents as per the guidelines of the affiliating university for the smooth conduction of annual and semester exams. The grievances during the conduction of theory examinations are considered and discussed in consultation with the Principal and if necessary forwarded to the university by examination section.

University level:

The queries related to results, corrections in mark sheets, and other certificates issued by the university are handled by the affiliating university after forwarding such queries through the college examination section. Students are allowed to apply for revaluation, re-totalling, and challenged evaluation by paying the necessary processing fee to the university if they are not satisfied with the university evaluation through college.

| File Description | Document |
|---|-------------------------------|
| Provide Link for Additional information | View Document |

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

The curriculums of the programs are designed by the affiliating university, the college teachers have to define the program outcomes for each program offered by the college.

Mechanism of communication among students

All the departments in our college are asked to define their program outcomes and course outcomes by the IQAC committee. Teachers prepare learning objectives for the subjects they teach and the same is shared with students. Course outcomes of each course including laboratory courses are published on the college website. The students are informed about these outcomes in the induction meeting at the beginning of the session. In addition to this, all the key stakeholders are made familiar with program outcomes through, student workshops, student induction programs, faculty meetings, parent-teacher interaction, etc. These are also communicated to the students in regular classes.

Our Institute is affiliated with Pt. Ravishankar Shukla University, Raipur. We offer Under Graduate, Post Graduate, and Research programs under the Faculty of Physical education, Arts, Commerce, and Science. For these programs and courses, the institute followed the curriculum designed by affiliating university. The Programme outcomes, Programme specific outcomes, and course outcomes are evaluated by the institution and the same is communicated to the students in the formal way of discussion in the classroom and departmental notice board. After measuring the attainment of POs, PSOs, and COs, it has been observed that the strength of the students, as well as the passing percentage of the students, is increasing progressively. Besides, students' progression to higher studies that is from Under Graduate to Post Graduate seems to be increasing consistently.

Similarly, the ratio of students' placement is also increasing. We took utmost care of measuring the level of attainment of POs, PSOs, and COs and followed formal as well as informal mechanisms for the measurement of attainment of the outcomes. Even we took feedback from all the stakeholders in this respect and try to take the necessary steps accordingly. Subsequently, the College took care of the attainment to measure the POs, PSOs, and COs and implemented the mechanism as follows:-

- The institute follows the Academic Calendar of the Higher education department, Government of Chhattisgarh, and guidelines for affiliating university
- All the subject teachers maintained an Academic Diary every academic year.
- Through Internal examination progression is analyzed
- Institute considered Feedback from the Stakeholders for the attainment of PO, PSO, and CO.
- Carrier guidance cell took the review of the Student's Progression to Higher Studies and their Placement.

| File Description | Document |
|---|-------------------------------|
| Provide Link for Additional information | View Document |

2.6.2 Pass percentage of Students during last five years

Response: 86.18

2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1118 | 1008 | 642 | 566 | 459 |

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1153 | 1033 | 861 | 753 | 601 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

| File Description | Document |
|---|-------------------------------|
| Upload database of all students on roll | View Document |

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

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

Response:

Our Institution provides an ecosystem, infrastructure, and resources for the enhancement of the capacity and competencies of students and faculty members. Various activities are conducted at the institutional level to nurture and nourish youth's minds. These activities help students to understand the various problems faced by people in society. It also enables them to find out solutions for themselves.

In the institution there is a Zoological society, alumni association, English Language lab, and Sports facilities through which students are encouraged to undertake innovative activities which are helpful for the development of creative thinking, and also helpful for the creation and transfer of knowledge and skill. Activities conducted by these are helpful to develop leadership qualities, various skills, planning, budgeting, marketing, and event organization.

Activities conducted by the English Language lab are helpful to enhance understanding and proficiency in the languages. The Association of Department of Geography conducted various activities which give exposure to understanding the geographical structures and events incurred in the past to acknowledge the changes in the present context.

NCC, N.S.S., and Youth red cross units conducted various activities throughout the year like tree plantation, blood donation, health checkups, cleanliness drives, awareness programs about - cleanliness, voting, drug de-addiction, etc. During all these activities students are encouraged to create new slogans,

attractive drawings, theme-based rangoli, and essay writing which are helpful to build confidence and creative thinking within the growing minds of students.

The activities of departmental societies are planned on various current issues as well as neglected issues which may prove in the context of our society. Newspaper cuttings on various current scientific developments and activities around the globe are displayed on the departmental notice boards and students have motivated to express their views and participate in debates on them. Various competitions like essay writing, debate, and book talk are organized to bring out the hidden potential of students. Eminent personalities who have significantly contributed to the research, social activities, and industries, are invited as resource persons.

At the post-graduate level class seminars are conducted and students are encouraged to prepare and deliver their presentations using ICT tools which have proved helpful to the students. It has raised their confidence and expanded their horizons of creativity.

To enhance innovative ideas, students and teachers are encouraged to participate in various conferences and seminars and to apply for minor/major research projects. It is a usual practice of the institution to allow admissible leave facilities to attend seminars workshops training programmers etc.

Some of the faculty members are approved research guides in the Pt. Ravishankar Shukla University, Raipur. They encourage students and other faculty members to undertake research activities and motivate them to acquire higher educational qualifications (doctoral/post-doctoral). Adequate provisions are made in the library to procure textbooks, reference books, journals, and e-journals for students and faculty members. The library is equipped with modern technologies like library management software (SOLE software), subscriptions in NLIST, Shodhganga, and subscriptions in e-journals. All these facilities are thought to be helpful for the creation and transfer of knowledge among students and faculty members.

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

Response: 7

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1 | 1 | 1 | 3 | 1 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals on UGC care list during the last five years

Response: 0.62

3.3.1.1 Number of research papers in the Journals notified on UGC CARE year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0 | 14 | 1 | 6 | 3 |

File Description

Document

Institutional data in the prescribed format

[View Document](#)

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

Response: 0.18

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1 | 6 | 0 | 0 | 0 |

File Description

Document

Institutional data in the prescribed format

[View Document](#)

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:

NCC unit is affiliated with 27 CG Bn NCC, Raipur under Raipur Group NCC / MP & CG NCC Directorate Bhopal. 53 Sanctioned cadets with 1 ANO is working in the college. All cadets are doing activities like social Work, Swachchhata Abhiyan, Nadi Abhiyaan, Cleanliness of Local Water bodies,

Awareness for various social issues like AIDS, Hand Washing/Sanitization, Yoga practice, Anti addiction awareness rally, oath; Traffic awareness rally and lectures, tree plantation and blood donation drives.

NSS units are working in college with 100 boys and 100 girls unit with two program officers. The NSS volunteers are doing Cleanliness drives, tree plantation, local community awareness, organizing camps at local nearby villages to spread awareness to local citizens about social issues. Also they contribute in Blood donations.

Youth Redcross Society unit is active under the aegis of District Red Cross Society. The volunteers have done a remarkable work at the time of CoViD-19 and also very active to organize Blood Donation drives every year.

| File Description | Document |
|---|-------------------------------|
| Provide Link for Additional information | View Document |

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

On 20 February 2017 for remarkable work in ODF College got "Thanks Letter" from Office Nagar Panchayat, Kurud.

On 14 June 2017 on World Blood Donor's Day, Chhattisgarh State AIDS Control Society, Raipur conferred "Commendation Certificate" for contribution in blood donation drives by the college

On 12 January 2018 in "Youth Sparta Competition" college got commendation Letter from Chhattisgarh Youth Commission

On 2 October 2018 for contribution in "Youth for Akatmtaa Competition" College got "Commendation Letter Chhattisgarh State Youth Commission.

In December 2018 for contribution of college in "Swasthy Bharat Yatra - 2". College Got "Thanks Letter" from Swasthy Bharat Nyas

| File Description | Document |
|-------------------------------|-------------------------------|
| Upload Additional information | View Document |

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

Response: 26

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 10 | 2 | 6 | 3 | 5 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |

3.5 Collaboration

3.5.1 Number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research and other academic activities during the last five years:

Response: 0

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

The College encompasses a campus spread over 15 acres of land ensuring adequate availability and optimal utilization of physical infrastructure for teaching learning activities.

Classrooms: College encompasses number of well ventilated, classrooms equipped with green boards for conducting theory classes.

Technology Enabled learning facility: The College has one ICT e-Classrooms where the provision of overhead projector, a display unit and speakers are available. In addition the Science departments have LCD projectors for student's presentation of postgraduate classes.

Laboratories: All laboratories are equipped with some basic equipment and elementary facilities. These labs are utilized for conducting practical classes of UG/PG courses as per the requirements of the curriculum. Labs are also utilized for technology learning & training as a part of teaching contents beyond the syllabus.

Internet facilities: The college office is enabled with 24x7 internet facility "BHARAT FIBER VOICE-Fibre Ultra" service from BSNL. Available band width: 300 MBPS till 4000 GB, upto 4 MBPS beyond. In addition the computer lab also has Internet facility "BHARAT FIBER BB- Fibre Premium" from BSNL with fair use policy upto 200 MBPS till 3300 GB, upto 2 MBPS beyond is available for students of Computer Science, IT, PGDCA and other Departments.

Central Library: Our central library is fully computerized by Library automation software SOLE. The library has total 26,570 books covering all major fields of Science, arts and commerce. The library has reference book section, reading space, newspaper reading block. The college has subscription of NList (UGC-INFLIBNET), providing excellent resources for self-learning by providing access to e-books and Journals.

The institution gives utmost importance to the overall development of the students and organizes various sports, games, and cultural activities on campus regularly. To support this, the institution has the following facilities for students and staff. A garden is maintained in the college to maintain an eco-friendly atmosphere. The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor) and gymnasium. The college runs its sports competition in its own competition. Cultural, gymnasium facilities are also available in the college. The details are given below:

(A) SPORTS FACILITIES

College encourages sports activities. A number of players have played district, university, state and even national level games. The institution provides facilities for indoor games as well as outdoor games.

Some of the equipment for outdoor games like Kabaddi, Kho-Kho, Cricket, Badminton and some of the indoor games like Carrom, Chess, Table-tennis, are available in the college.

(B) Cultural Programs

To conduct cultural activities in the college, there is a cultural committee. This committee organizes many cultural programs during the session. In the college campus a performance stage with green room for girls and boys is also available which is used for organizing annual function or other major activity.

(C) Gymnasium

There Gymnasium is established under the department of Physical Education. The department of Physical Education handles it carefully.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 39.6

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 85.22 | 0 | 5.5 | 81.43 | 0 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

The college has a well-equipped Library located in a separate building, situated besides the main block. The collection includes more than 26570 books, journals, magazines, News Papers. During the session 2020-21 a total of 210 books were bought and added in the library. The collection of books includes a wide range of subjects from English literature, sciences, arts, history and social sciences, languages etc. The library has a spacious reading hall and reference section. The various housekeeping activities of the library such as data entry, issue and return and renewal of books, member logins etc. are done by the library staff members. The reading and reference section is well ventilated. A visitor record is maintained for students and faculty members.

Apart from the printed books the library is having access to e-resources of Nlist which is a part of e-shodhsindhu consortium of INFLIBNET, where the users can access, browse and download or read online e-books, e-journals, databases etc. User orientation is provided at the beginning of the year regarding the various facilities services and resources available in the library. For Enhancing security a closed circuit cameras have been installed.

e-Resources: The library is a member of N-list consortia of information library network (INFLIBNET) under this consortia library provides millions of e-books and thousands of e-journals to students and faculty member.

Library Automation: The library has integrated library management software SOUL 2.0 in which data filling is in progress. In future the software will be used for the issue, return and management of books available in the main library.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

The college has developed IT facilities to meet the Learning requirements of students and faculty. Some of the facilities are discussed below:

Computer Lab:

The computer lab consists of 20 computers with Internet connectivity for the purpose of the students who have chosen computer science or information technology related papers as part of their course as well as for general purpose of faculty members. All the required software as per the curriculum is installed and updated as and when required and the maintenance of the computers is done by the out sourced technicians as and when required.

In addition all the buildings are connected with LAN Internet facility from BSNL-BHARAT FIBER VOICE.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

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

Response: 116.22

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 27

| File Description | Document |
|----------------------------|-------------------------------|
| Upload supporting document | View Document |

4.4 Maintenance of Campus Infrastructure

4.4.1 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: 13.13

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)

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 6.23 | 1.98 | 10.12 | 15.02 | 23.71 |

| File Description | Document |
|---|-------------------------------|
| Upload supporting document | View Document |
| Institutional data in the prescribed format | View Document |

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 77.82

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 2563 | 2459 | 2018 | 1963 | 1889 |

File Description

Document

Institutional data in the prescribed format

[View Document](#)

5.1.2 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

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0.71

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 100 | 0 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |

5.1.4 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: A. All of the above

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 0.92

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 21 | 8 | 3 | 2 | 1 |

5.2.1.2 Number of outgoing students year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 1118 | 1008 | 642 | 566 | 459 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |

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

Response: 5.56

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0 | 01 | 0 | 0 | 0 |

5.2.2.2 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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0 | 18 | 0 | 0 | 0 |

| File Description | Document |
|------------------|----------|
|------------------|----------|

| | |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |
|---|-------------------------------|

5.3 Student Participation and Activities

5.3.1 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) during the last five years

Response: 53

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 15 | 1 | 19 | 15 | 3 |

| File Description | Document |
|------------------|----------|
|------------------|----------|

| | |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |
|---|-------------------------------|

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**Response:** 50**5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

| | | | | |
|---------|---------|---------|---------|---------|
| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
| 0 | 0 | 0 | 150 | 100 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |

5.4 Alumni Engagement**5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services****Response:**

No, The institution does not have a registered Alumni association. However, in the current session, the institute organized an Alumine meeting on 12th November 2022.

Institute is the only Higher Education Institute in this Block area and approximately all the people near the vicinity who had done higher education/college studies are alumni of the college. they are providing various facilities as donations (materials like the water cooler, fans, computers, garden facilities), etc.

| File Description | Document |
|---|-------------------------------|
| Upload Additional information | View Document |
| Provide Link for Additional information | View Document |

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

VISION

To provide affordable quality education, while equipping students with knowledge in their chosen stream and inculcate human values, and thus shape them into good citizen, entrepreneurs and above all good human beings.

MISSION

- To provide quality education to all students irrespective of caste, creed, religion and socio-economic status to uplift the society as a whole.
- To maintain academic standard through effective teaching learning method.
- To shape the student as a golden citizen by inculcate discipline and human values.

The empowered team of the college involves Principal, convener of different committees, Teaching-staff, IQAC committee, non-teaching and supporting staff, student's union, class representative (CR), alumni and local management committee called janbhagidari samiti (JBS). The principal monitors the mechanism regarding administration and academic process. It also ensures proper functioning of the policies, rules and action-plans of the college. There are many committees to support the vision and mission of the college viz., NSS, NCC, YRC, carrier and counseling cell, library and sports committee, cultural committee, time table committee, Examination committee, anti-ragging committee, RUSA and UGC committee, disciplinary committee, scholarship committee, grievance redressal committee, etc. All the committees take their responsibilities for the plans and activities, and successfully handle these responsibilities in every academic session. Academic progress and performance is monitored by the Principle through meetings with HoD's and faculty members of various departments. Also, the teaching-progress is checked monthly through teaching register. Principal continuously monitor students movement by CCTV installed in college main building, library, old science building, physical education department etc.

| File Description | Document |
|---|-------------------------------|
| Provide Link for Additional information | View Document |

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The functioning of the institutional bodies is effective and efficient which is reflected through policy implementation, administrative setup, appointment, and service rules. Being a government college the institution follows the rules and regulations of the state government. The college has sanctioned posts of Principal, Professor, Assistant, Sports officer, Librarian, Assistant grade I, II, and III, Lab Technician, Lab attendants, Peon, Watchman, Sweeper, etc. Whereas the selection and appointment of teaching staff are through the Chhattisgarh Public Service Commission (CGPSC) which follows the guidelines of UGC and the state government's reservation policies. Non-teaching officers like sports officers and librarians are recruited through CGPSC, and others are recruited through CGPSC/VYPAM and promotion. Guest faculties/Self-finance/ Jan Bhandari supporting staff are recruited by the Principal as per the rules of UGC & State government/ Janbhagidari/Self-Finance rules and provisions.

The effective and efficient functioning of the institute is governed by different committee coordinators and members working under the guidance of the principal.

The institution has a Strategic Plan in place to help it develop in a systematic, well-thought-out, and phased manner.

- Application for grants from government and non-government sources.
- Extension of the available area through expansion to accommodate more classrooms, laboratories, auditoria, staffrooms, etc.
- Renovations to revive aging infrastructure.
- Improvement of the Scope and Profile of the Teaching-Learning Experience through greater use of ICT and innovative means.
- Introduction of new subjects at the undergraduate level.
- Application for more substantive posts from the State Government.
- Introduction of new Post-Graduate Courses.
- Achievement of national recognition in the form of grants and awards.
- Partnering with Research Institutes.
 - Mobilization of funds and projects through the alumnae and other stakeholders.

| File Description | Document |
|---|-------------------------------|
| Provide Link for Additional information | View Document |

6.2.2 Implementation of e-governance in areas of operation

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

Response: A. All of the above

| File Description | Document |
|----------------------------|-------------------------------|
| Upload supporting document | View Document |

6.3 Faculty Empowerment Strategies

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

Response:

The institute offers the following welfare measures for the teaching and non-teaching staff:

- Grant Maternity/Paternity Leaves to staff
- Group Insurance scheme for staff members
- Provision of Medical and Casual Leaves
- Summer and winter Vacation for teaching staff
- Duty leaves for Faculty Development Programmes for professional up-gradation of the faculty.
- Pension Schemes for the teaching and non-teaching staff members

The institution is a state government institution and strictly follows the UGC Measures for the Maintenance of Standards in Higher Education-2010” (Regulation No. F.3-1/2009 dated June 30, 2010), together with State Government regulation with all amendments made therein from time to time, for its teaching and non-teaching staff.

The performance of each employee is assessed annually after the completion of one year of service. The objective is not only to objectively evaluate the performance as per established norms but also to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the performance appraisal system are as follows:

Teaching Staff

a) The performance of each faculty member is assessed according to the Annual Self Assessment for the Performance-Based Appraisal System (PBAS).

b) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) which is based on the API score.

c) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary. The Institute accords appropriate weightage for these contributions in their overall assessment.

d) The faculty members are informed well in advance of their due promotion.

e) The PBAS proforma filled by the Faculty Member is checked and verified by the Heads of the Departments, followed by the Dean, Secretary, IQAC, and the Director.

f) Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

Non-Teaching Staff

All non-teaching staff is also assessed through annual confidential reports and annual performance appraisals.

The various parameters for staff members are assessed under different categories i.e. Character and Habits, Departmental Abilities, Capacity to do hard work, Discipline, Reliability, Relations/Cooperation with superiors, subordinates, colleagues, students, and public, Power of Drafting (where applicable), an efficient organization of documents (in case of Ministerial Staff) and technical abilities (in case of workshop staff).

The comprehensive Annual Confidential Report comprises various parameters. Each one of them is graded on a seven-point scale, i.e., Excellent, Very Good, Good, Highly Satisfactory, Satisfactory, Average, and Poor. Opinion about the performance of teachers, and non-teaching staff is marked by the principal in CR form and routed to Commissioner/Secretary higher education through Regional Additional Director. The overall assessment is based on the cumulative grade by the Principal.

On satisfactory performance, all employees are granted promotions and financial upgradation under the ACP Scheme.

The Annual Confidential Report and the Performance Appraisal System have significantly helped in the evaluation of the performance of employees, in motivating them, analyzing their strengths and weaknesses, and ensuring better performance.

| File Description | Document |
|---|-------------------------------|
| Provide Link for Additional information | View Document |

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

Response: 2.56

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 2 | 1 | 0 | 1 | 0 |

6.3.3.2 Number of non-teaching staff year wise during the last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 0 |

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The mobilization of the fund and optimal utilization of resources is done in the institution. The Principal

constitutes a purchase committee to suggest utilizing the money. The allocated fund is utilized to purchase equipment, chemicals, furniture, books for the library, maintenance, and construction work. The sources of funds received by the college, and its strategies for mobilization are listed below:

1. Grant from State Government:

The institution is a government College hence, receives a grant from the State Government. Grant is used for the salary, books, furniture, equipment, electricity, telephone and internet charges, contingency, etc. For this, an annual budget of the estimated salary grant and other requirements is prepared and forwarded to the state government. This grant includes the salaries of the Full-Time Permanent teachers and nonteaching staff as well as part-time teachers working on granted posts.

2. UGC fund:

The College is under 2F and 12B as per UGC Act and Permanent Affiliation from Pt. Ravishankar Shukla University, Raipur. So are eligible to receive grants from the UGC for the development and maintenance of Infrastructure, and upgrade of the Learning Resources.

3. RUSA: College also receives funds from RUSA. The funds received were properly utilized as per the guideline and proposal of RUSA. Generally, the fund is for construction works performed by the government body PWD. On completion of construction work PWD hand over the building to the College.

4. Purchase of consumable and Non-consumable items:

In case of any need for instruments or any other consumable or non-consumable items where financial support is required, proper demand is made from the concerned Department. The HoDs give proposals to purchase the required items. After receiving funds, the quotation is invited and a purchase committee monitors the purchase under the supervision of the Principal. Bills are audited by the Internal audit committee and Chartered Accountant, at the end of every Financial Year.

5. Janbhagidari Fund:

The JBS committee members decide the fees from all students to be collected per year, in addition to the government's pre-approved fees. The fund is mainly spent on the salary of JBS teachers and other JBS staff. The utilization of this fund is also audited every year.

The resource mobilization procedures are as follows:

1. The Purchase Committee takes care all the purchases are done properly and by the rules as per the requirement viz through quotation, limited tender/open tender.
2. The timetable committee looks after the proper utilization of classrooms and laboratories.
3. The Librarian and the Library Advisory Committee take care that the resources in the library are utilized optimally.
4. Building committee takes care of all the construction works.
5. The Principal/DDO has the authority for the disbursement and distribution of funds.

Our Institution conducts internal audits through the committee of staff members constituted by the

principal of the college. In this committee faculties of the Department of Commerce and Economics are also included. Similarly, an external audit of all accounts is also done by the registered chartered account every year.

| File Description | Document |
|---|-------------------------------|
| Provide Link for Additional information | View Document |

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

IQAC being the central body within the college monitors and review the teaching-learning process regularly and working towards quality education and inculcating quality culture among the students and staff. Based on feedback various activities and reforms were introduced. The improvements based on feedback implemented are:

Academic review and periodical meetings: IQAC periodically reviews the teaching-learning process, structures & methodologies of operations, and learning outcomes. The standard methods of teaching, learning, and evaluation which are proven over the years are being followed. The IQAC conduct periodical meetings with the departments, Internal Examination Committee, the principal, throughout the academic year in the presence of the IQAC coordinator. The Faculty members of each department conducts an academic review of departments collecting information on academic activities, such as completion of study programs, unit tests, assignments, seminars, and other activities. Head of Department (HOD) meet regularly with relevant services to assess academic and administrative issues. Important questions are discussed in meetings with IQAC and Principle. The teachers and students are interacted regarding the new teaching methods and ICT use. This setup has evolved into successful review methodology for improvement in teaching and learning process. Through this system of review, the IQAC observed the continuous development of teaching-learning process.

Academic Calendar: Based on the Academic Calendar issued by State Higher education Department the Institute conduct the academic activities at the start of the session with ample time frame for not only the regular teaching-learning process but also to accommodate the examinations and other curricular activities including various events like class seminar or presentations.

Daily lecture Record: Everyday faculty prepares and maintains the details of the lecture along with the topic covered on their daily diary.

Effective internal examination and evaluation systems: Institute maintains an effective internal examination and evaluation system for undergraduate and post graduate courses.

Evaluation through feedback system: The institution has a feedback system to evaluate the teaching learning activity by various stack holders. The regular evaluation through feedback on teaching methodologies, course delivery, gives an idea about the problems. Principle directly monitors the feedback system and takes appropriate corrective actions.

Student performance maintenance and monitoring: The institute monitors the performance of the students regularly. The following points are adopted by the institute in this context:

- Regular classes and interactions
- Evaluation through internal tests, assignments, and seminar presentations.
- Semester system of examination for post graduate courses and annual system for undergraduate courses.
- Grievance redressal of student's.
- Availability of previous years question papers of various subjects to the students in the Main Library.

In the college following two quality initiatives were implemented by IQAC:

1) Online Student Feedback System: IQAC has developed an online proforma of feedback using Google doc to gather information from the students, teachers, alumni, & parents about the courses, their objectives, relevance, availability of learning resources, teaching methodology and so on.

2) Implementation of Green practices in the campus: Tree Plantation, promoting Paperless Work, Plastic Eradication, Clean and Beautiful Campus, Save Power, meetings on Online mode etc.

| File Description | Document |
|---|-------------------------------|
| Provide Link for Additional information | View Document |

6.5.2 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)/ membership of international networks
3. Participation in NIRF
4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc

Response: D. Any 1 of the above

| File Description | Document |
|---|-------------------------------|
| Institutional data in the prescribed format | View Document |

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Gender equality is a human right and our institution focuses on equal access, opportunities and rights for all the stockholders. Staff members and students in the college are expected to treat others with respect all the time. The college provides equal opportunities for all the students to participate in academic and extracurricular activities that enable them to adopt good practice to maintain gender equality. The college provides inclusive environment for all the genders. The college operates fair and transparent procedure for student admission, assessment, progression, attainment of awards and involvement in other activities organized in the college. The college follows the policy and guidelines of Higher Education Department of Chhattisgarh and affiliating University. Gender equality and sensitivity is an inherent value in the cultural of the institute and is evident by the following facilities –

Common Room:

In each block of the College separate common rooms are available for girls and boys. Water is available with proper ventilation in attached wash room. Separate girl's common room is available in the main building with adequate seating facility and toiletry facilities. The girls common rooms have sanitary pad dispenser machine and incinerator for management of used sanitary pads.

Health Facility:

Sanitary pad dispenser and incinerator machine is available for girl students to maintain hygiene all the time in within the campus.

NSS Unit: In the college there are two units of NSS, one for Girls and another for boy's students.

CCTV Surveillance system:

E-surveillance with CCTV cameras through day and night facility of distributed recording in control room has been set up in the campus; entry of unwanted element is monitored through these cameras. This system ensures that staff members and students can move freely in the campus and feel assure that they are secure at all the time in the campus.

| File Description | Document |
|---|-------------------------------|
| Provide Link for Additional information | View Document |

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

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

Response: A. All of the above

| File Description | Document |
|----------------------------|-------------------------------|
| Upload supporting document | View Document |

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Our institution takes all possible initiatives in organizing various events and programmes for inculcating the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country.

The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. Though the institution has diverse socio-cultural background and different linguistic, we do not have any intolerance towards cultural, regional, linguistic, communal socio economic and other diversities.

College celebrates Independence Day on the 15th of August every year in the College campus. The day marks the importance of freedom, on this day, Flag hoisting ceremony is organized followed by recitation of the National Anthem. The Principal delivers a talk on the importance of freedom and the glory of Indian freedom struggle. On birth anniversary of Sardar Vallabh bhai Patel on October 31, institution celebrates Rashtriya Ekta Diwas (pledge is taken by staff and students on National Integration Day) every year. In addition the institute also invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens.

Every year on 26th January, we also celebrate Republic Day in the campuses with great gratification to honor the date on which the constitution of India came into effect. This day highlights the importance of

constitution. On every 31st October, National Unity Day is celebrated in the college. The National Unity Day provides an opportunity to re-affirm the inherent strength and resilience of our nation to withstand the actual and potential threats to the unity, integrity and security of our country. On this day a pledge to preserve the unity, integrity and security of nation is read out in the college by all the staff members and students.

All stakeholders of college take an oath on this day to ensure that constitutional values and rights are preserved for the betterment of the country.

The institution takes pride of fostering leadership quality among the students by conducting the Student Council election every year as per the guidelines of Higher Education Department of Chhattisgarh government. The elected representatives are given leadership and responsibilities of organizing various activities of college with the support of other student volunteers. Student and Staff members participate in the various national day celebrations take oaths for the cause of the nation.

Ethical Values, human rights, duties and responsibilities of citizens are some of the topics that are enlisted in syllabus of undergraduate courses and in many post graduate courses.

The various activities organized by NSS, NCC, YRC units and annual cultural & sports activities of college provide an inclusive environment by bringing students and teachers with diverse background on single platform for creating communal socioeconomic harmony and inculcating values for being responsible citizens. These functions help in developing tolerance and harmony towards culture, region and linguistics and also communal social economics and other diversities.

| File Description | Document |
|---|-------------------------------|
| Provide Link for Additional information | View Document |

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:

Best Practice 01

Title of the Practice: “Online Feedback System”

Objectives of the Practice:

Dissemination and collection of feedback forms through online mode. The main objective of the online feedback system development was the accessibility of feedback forms to all the stakeholders at their fingertips. The other significance of this system was to increase the number of responses in feedback which can enhance the reliability of the final analysis. The increased number of feedback responses will help us to develop a better secondary responsibility for the improvement of facilities available in the college.

The Context:

Previously physical feedback forms were used for feedback collection from students. Due to the physical feedback form system, comparatively less number of students participate in filling out the feedback form. The online feedback form system has the attribute of easy access, any-time availability, enhanced confidence about the non-disclosure of identity, and enhanced participation of students was assumed.

The Practice:

IQAC has developed an online proforma of feedback using Google Docs to gather information from the students, teachers, alumni, & parents about the courses, their objectives, relevance, availability of learning resources, etc. This online feedback system has been introduced to make the feedback system more effective and efficient. The response to feedback is discussed during meetings so that improvement in academic activity and other resources would be strengthened. The feedback forms were made available on WhatsApp groups of all the stakeholders, at the end of each semester or session. The report has been conveyed to all the concerned for improvement.

Evidence of Success

Using the online feedback form-filling system significant increase in the participation of students was observed. It is also useful to address all the necessary questions to be answered by making them mandatory in the online form system. Whereas previously (in physical feedback form) we found that some students occasionally left some questions unanswered or sometimes the illegible handwriting make the analysis task difficult.

Problems Encountered and Resources Required

- a) To find suitable questions to cover all the areas and their appropriate objectives. The final selection of questions and their objectives was done through many rounds of meeting with all the faculty members. The suggestion and necessary corrections advised by them were incorporated to make the final draft of a questionnaire for the feedback form.
- b) The optimum use of the Google Doc software to make the feedback form easy for filling in the necessary information and selection of objectives unambiguously. The problem was solved by self-learning through a trial run among the faculty members and eradication of problems by incorporating suggestions in the feedback form.

Best Practice 02

Title of the Practice: “Green Practices”

Objectives of the Practice:

We initiated the green campus program to support a sustainable and climate-friendly environment. The main objectives for these initiatives were environmental awareness and education, the use of sustainable energy and energy efficient measures, comprehensive recycling and composting and green landscaping on the campus.

The Context:

The green campus program is to ensure the sustainability of sufficient water, materials, and other resources for future generations. Any new development should consider and maintain the proper balance of economic, social, and environmental conditions and the participation of all the staff members and students is very important.

The IQAC proposed many activities i.e. Tree Plantation, promoting Paperless Work, Plastic Eradication, Clean and Beautiful Campus, Save Power, etc. For the better implementation of green practices, IQAC distributed these activities among various departments. IQAC takes feedback about the proper implementation of these activities through academic audits every year. Because of these practices, eco-friendly and pollution-free college campuses and social awareness would be developed in the students, staff, and neighborhood community.

The Practice:

Our college has promoted a variety of activities to protect the environment. Our college is a smoke and tobacco-free zone and is also a partially plastic-free campus. E-books and e-journals are available through the NList subscription facility of the college Library. The college has addressed its sewage waste disposal problem using underground septic tanks. A rainwater harvesting system is available in some buildings for water conservation. During the rainy season, it collects and transfers the rainwater into pits to recharge the groundwater source and helps to maintain the water level.

The college has also installed LED lights in the classrooms and office rooms to save electricity. The air conditioners were set at 25°C to save energy. Lights and fans were remaining off when the classrooms were not in use. The campus harbors a diverse amount of flora and fauna elements. Several plant species including medicinal plants are there on the College campus. The medicinal plants are planted in the Botanical garden of the college.

The NCC and NSS unit organizes campus cleaning campaigns, awareness programs, and plantation drives on campus every year.

Evidence of Success:

With the implementation of various green practices, significant changes in the college campus are visible. Greenery is visible on the campus, and the botanical garden is maintained by the student of the Botany Department. The vermicompost prepared by them is used to fertilize the plants on college campuses.

The electricity conservation approach reduced the electricity bill significantly. The medicinal plants and other diverse groups of plants were maintained in the botanical garden. Now the students are more aware of the significance of medicinal plants. The plantation drive resulted in the active growth of new plants on the campus. The regular watering and protection of plants are done by the Physical education Department; due to which established trees are visible on the campus.

Problems Encountered and Resources Required:

The problem encountered is the development and maintenance of green practices. The Green campus program should be considered as a necessity of the institution and separate funds should be allotted for

this. Implementation of green practices needs a series of awareness programs to educate more people and train them for it. Going green not only needs investment in terms of money but also a strong will from all the beneficiaries to make a sustainable future.

| File Description | Document |
|---|-------------------------------|
| Best practices as hosted on the Institutional website | View Document |

7.3 Institutional Distinctiveness

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

Response:

It is very much importance in the overall progress and development of the institution. With this view our college has its own mission statement accordingly we always try to function uniquely, innovatively and distinctively from the other institutions. As far as our Mission and Vision is concerned, college always tries to implement the distinctiveness in the work. Our college has a large number of students from the surrounding villages. The girl students are more in number. Most of the students came from rural areas and poor background, but they are not poor in talent, knowledge and humility. Our college staffs identify their talent and encourage them as per our mission statement, 'our aim is to bring the students into the main stream of society'.

The main aim of institution was to provide an opportunity to the rural students of this area especially the rural girl students to pursue the higher education for the development and progress of their family. In accordance with mission statement we provide exposure to all the students to get equal opportunity to participate in curricular, extracurricular and extension activities. Through the NSS, NCC and YRC scheme the student get a stage and dais to develop their academic as well as professional, cultural, social consciousness, alertness, responsiveness.

| File Description | Document |
|--|-------------------------------|
| Appropriate web in the Institutional website | View Document |

5. CONCLUSION

Additional Information :

- The institute received the sanction for the construction of boundary wall around the periphery of college campus.
- In the current session establishment of Biodiversity lab in the college campus is initiated.
- The colleg has created some new MoU from institutes.

Concluding Remarks :

It is very much importance in the overall progress and development of the institution. With this view our college has its own mission statement accordingly we always try to function uniquely, innovatively and distinctively from the other institutions. As far as our Mission and Vision is concerned, college always tries to implement the distinctiveness in the work. Our college has a large number of students from the surrounding villages. The girl students are more in number. Most of the students came from rural areas and poor background, but they are not poor in talent, knowledge and humility. Our college staffs identify their talent and encourage them as per our mission statement, 'our aim is to bring the students into the main stream of society'.

The main aim of institution was to provide an opportunity to the rural students of this area especially the rural girl students to pursue the higher education for the development and progress of their family. In accordance with mission statement we provide exposure to all the students to get equal opportunity to participate in curricular, extracurricular and extension activities. Through the NSS, NCC and YRC scheme the student get a stage and dais to develop their academic as well as professional, cultural, social consciousness, alertness, responsiveness.