

FOR 1st CYCLE OF ACCREDITATION

LATE SHRI JAIDEV SATPATHI GOVT COLLEGE BASNA

AT./POST. BASNA, TAH. BASNA, DIST. MAHASAMUND (C.G.) 493554 http://govtcollegebasna.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL BANGALORE

April 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Late Shri Jaidev Satpathi Govt. College Basna was established on 28th July 1989 by the Government of Madhya Pradesh. The college was named in the memory of freedom fighter Late Shri Jaidev Satpathi. The institute is affiliated to Pt. Ravishankar Shukla University, Raipur Chhattisgarh. The institute is situated just beside N.H. 53 and spread over 15 acre area. It is located at tahsil place, 136 km away from capital Raipur Chhattisgarh. It is the only college for students of the rural areas nearly 20km. The institution is recognized under 2(f) and 12(b) sections of UGC.

Since its establishment the college has been serving this ground belt of Chhattisgarh and Orissa in offering under graduate programme in B.A(History, Political Science, Sociology, Economics, and Hindi Literature).

Later in 2012 the college has also started B.Sc (Chemistry, Zoology, Botany) and B.com Courses. NSS, Red Ribbon Club, Sports and Library facilities are available in our institute. In the present academic year more than 1000 students have enrolled percentage of girls students is prominent. Approximately 2000 private students appeal in the university exam every year from our institute.

Vision

- The institution vision is to provide quality higher education to students belonging to rural and middle class farmer family.
- To increase the enrolment ratio of girl students.
- The college has also vision to make students self confident as they form themselves in every field and aspect of life.

Mission

- To provide a holistic and enabling environment of study to student coming from different economics background.
- To expand the range of subject available to a student at the under graduate level. (Specially B.Sc maths group and B.A. English literature).
- To introduce post graduate programmes.
- To introduce computer course in PGDCA and DCA.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- 1. Building and land available.
- 2. Gradually increasing student strength.
- 3. Active NSS unit and sports activities.
- 4. There is no case of ragging in our college.
- 5. Proper water facilities with water coolers and RO.
- 6. Good team work.
- 7. Good student teacher relationship.
- 8. Improving result of students.

Institutional Weakness

- 1. Shortage of regular teaching faculty in commerce and science.
- 2. Poor infrastructure, lack of boundary wall.
- 3. Poor library and lab.
- 4. No computer lab.
- 5. Weak social- economics background of students.
- 6. Absence of PG courses in various subject.
- 7. Lack of hostel and playground for students.
- 8. Students teacher ratio.
- 9. Lack of proper parking.
- 10. Lack of smart classroom.
- 11. Canteen not available in college campus.
- 12. Least funding for infrastructure from govt.

Institutional Opportunity

- 1. Opportunity for establishing computer courses (BCA and PGDCA).
- 2. Good opportunity to strengthen the capacity of students through increasing their access to quality and job oriented courses.
- 3. Weaker section communities have the better opportunities of higher education in this area.
- 4. Opportunity to provide the student green in the clean environment by building garden in the college campus.
- 5. Opportunities for sports facilities.

Institutional Challenge

- 1. Computer literacy and computer training programas.
- 2. Use of ICT.
- 3. Weak internet / Wi-Fi connectivity.
- 4. Green campus development.
- 5. Outdated curriculum.
- 6. Gymnasium for students.
- 7. Hostel for boys and girls.
- 8. NCC boys' wing.
- 9. Automated library with rich collection of journals magazines and e-resource.

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1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college is permanently affiliated to Pt. Ravishankar Shukla University Raipur and scrupulously follows the curriculum prescribed by the university. The college strictly follows all the rules and regulations according to the academic calendar given by the department of higher education Govt. of Chhattisgarh. All faculty members contribute in evolution process of university exam. 3 under graduate programme are conducting in the institution. Feedback on curriculum is obtained from students and stakeholders. All the teachers regularly deliver lectures as per the timetable and complete the syllabus within the stipulated time. The college conducts internal exam like unit test, half yearly exam and pre- Annual exam apart from university exam. The attendance register and teaching dairy of the teachers are regularly examined by the principal.

Teaching-learning and Evaluation

The institution has transparent admission process catering to students belonging to different category ST, SC, OBC. Most of the students belong to the rural farmer community with poor financial background. Almost the 60% of the institutional enrolment belong to the girl students. Our college staff does its best to provide all the necessary facilities to the students. Our all teaching staffs use ICT and conducting online classes through 'Google Meet' 'Webex' along with chalk and talk method. The teachers refer student centric methods to develop interest among students and enhance the students teachers interaction. To more syllabus mare interesting the teachers adopts methods like group discussion, debates, quiz competition, project works etc. The institute conducts internal examination to assess the learning level of students and mark the slow learner and advanced learner.

Special attention is given to the slow learners. All the teachers are well qualified, some of the them have completed doctoral degree and few are purring Ph.D. The institute organizes various cultural and sports activities to inculcate the creativity of students.

Research, Innovations and Extension

The college administration encourages all the teachers to take part in seminars, conferences and workshop. Some teachers have published their research papers in referred journal and conference proceeding. Our faculty members provide personal guidance to students from local community who are appearing assistant professor exam and the institute conducts mock interview for the candidates before their interview scheduled by C.G PSC. To familiar them with the process of interview. Apart from this a number of extension activities are also conducted throughout the year as voter awareness, swatch Bharat, Beti Padhao- Beti Bachao, Health Camp, Covid-19 awareness etc by NSS unit. Most of the teachers have participated in orientation, refreshers and FDP programme to upgrade their knowledge.

Infrastructure and Learning Resources

The college has sufficient physical infrastructure facilities for smoothly teaching learning process. It has it own building since year 2008 with ground floor and first floor availing infrastructural facilities as 10 class rooms

(seating capacity of 40-60 students). 3 laboratories with adequate basic instruments. One library with availability of more than 13000 books, along with reading room and one class room equipped with LCD projector. The institute has its NSS, sports, IQAC/UGC, office room, staff room and principal chamber. The college provides various indoor and outdoor game facilities to the students. The college organizes cultural and literary activities throughout the year. Our library has access N-List, E- resource.

Student Support and Progression

The institution provides post metric and BPL scholarships to SC/ST/OBC and economically deprived section of students which are provided by the government. The college organizes webinar and guest lecture for capability enhancement and development of our students. In order overcome the dispute grievance we have Grievance Redressal cell, Anti-Ragging cell. Our students represent the institute in various university and state level sports events like Cricket, Kabaddi, Athletics etc. our institute has an active students council the member of the students council are elected on the basis of merits. Teacher's day, welcome party for new students, Annual day celebration, farewell party, Alumni meet etc, are some of the events conducted by students throughout the year. The college has registered alumni association and meetings are conduct time to time. Our students are involved in committees like IQAC JBC, Discipline committee, Eco club and Sanitation committee.

Governance, Leadership and Management

The college administration maintains a proper control and management. The head of the institution has its administrative, academic and general responsibilities with all sincere efforts. IQAC, Staff council, JBC and other committee are well organized.

The college administration keeps proper documentation and maintenance of records. The recruitment of sanctioned post are done as per the government norms and the guest faculties are appointed as according to the guidelines provided by the department of higher Education. Faculty members are encouraged to attend in Orientation, refresher, Seminar, Workshop, Conference etc.

The institute follows various practices of E- governance as website update, online Addmission CCTV monitoring, Biometric attendance of staff etc. we also convey information through whatsapp and sms.

Institutional Values and Best Practices

The institution is committed to facilitate safety and security of the students. For this the college building is under CCTV surveillance. The institute takes care specially for girls students, therefore women grievance redressal cell is framed. All the necessary facilities are provided to the students and staff members who are differently abled. Green initiation is taken by the college administration. A small botanical garden is also developed in front of the college building which contains some decorative plants and other plants of medicinal importance. There is a proper management of solid and liquid waste. The college building has facility of water harvesting system. We celebrate all the important national festivals, birth and death anniversaries of great

personalities we also try to maintain communal harmony among the people. The institute maintains transparency in financial, academic and administrative records we have opted some of our activities as best practices are.

- 1. Enhance performance in History and
- 2. Composting

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College		
Name	LATE SHRI JAIDEV SATPATHI GOVT COLLEGE BASNA	
Address	At./Post. Basna, Tah. Basna, Dist. Mahasamund (C.G.)	
City	Basna	
State	Chhattisgarh	
Pin	493554	
Website	http://govtcollegebasna.in	

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Seema Agrawal	07724-246722	9575666116	07724-	govtcollege.basana @gmail.com
IQAC / CIQA coordinator	Surendra Kumar Sao	07724-9165970152	9165970152	07724-00000 000	saosurendra38@g mail.com

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 minroity institution	No

Establishment Details		

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Date of establishment of the college 28-07-1989

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

State	University name	Document
Chhattisgarh	Pt. Ravishankar Shukla University	<u>View Document</u>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	12-09-2012	View Document
12B of UGC	18-06-2013	<u>View Document</u>

_	nition/approval by sta MCI,DCI,PCI,RCI etc	• •		
Statutory Regulatory Authority	Recognition/App roval details Inst itution/Departme nt programme	Day,Month and year(dd-mm- yyyy)	Validity in months	Remarks

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

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 Arc	ea of Campus							
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.				
Main campus area	At./Post. Basna, Tah. Basna, Dist. Mahasamund (C.G.)	Semi-urban	15	1426				

2.2 ACADEMIC INFORMATION

Details of Pro	ogrammes Offe	red by the Col	lege (Give Data	for Current	Academic year)
Programme Level	Name of Pr ogramme/C ourse	Duration in Months	Entry Qualificatio n	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Ba Hindi Literature History Economics Political Science Sociology Foundation Course	36	Higher secondary exam	Hindi	720	708
UG	BSc,Bsc Fc Chemistry Botany Zoology	36	Higher Secondary exam	Hindi	300	298
UG	BCom,Bcom General	36	Higher Secondary exam	Hindi	180	137

Position Details of Faculty & Staff in the College

				Te	aching	Faculty	y					
	Profe	Professor				ciate Pr	ofessor		Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				10
Recruited	0	0	0	0	0	0	0	0	3	3	0	6
Yet to Recruit				0				0				4
Sanctioned by the Management/Soci ety or Other Authorized Bodies				0		4		0	J			1
Recruited	0	0	0	0	0	0	0	0	1	0	0	1
Yet to Recruit		1		0				0				0

		Non-Teaching Staff		
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government		7,		11
Recruited	7	1	0	8
Yet to Recruit				3
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	0	0	0	0
Yet to Recruit				5

		Technical St	aff	
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2
Recruited	1	0	0	1
Yet to Recruit				1
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

]	Perman	ent Teach	ers			ssor			
Highest Qualificatio n	Profes	ssor		Assoc	iate Profes	ssor	Assistant Professor					
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total		
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0		
Ph.D.	0	0	0	0	0	0	1	1	0	2		
M.Phil.	0	0	0	0	0	0	1	1	0	2		
PG	0	0	0	0	0	0	3	3	0	6		

			ŗ	Гетрог	ary Teach	iers				
Highest Qualificatio n	Profes	ssor		Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	2	0	4

				Part Ti	me Teach	ers				
Highest Qualificatio n	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	471	0	0	0	471
	Female	672	0	0	0	672
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years									
Programme		Year 1	Year 2	Year 3	Year 4				
SC	Male	Male 36		47	57				
	Female	38	31	45	62				
	Others	0	0	0	0				
ST	Male	82	62	65	84				
	Female	95	98	119	145				
	Others	0	0	0	0				
OBC	Male	232	262	264	276				
	Female	312	337	348	382				
	Others	0	0	0	0				
General	Male	27	28	19	30				
	Female	38	52	59	57				
	Others	0	0	0	0				
Others	Male	0	0	0	0				
	Female	0	0	0	0				
	Others	0	0	0	0				
Total	1	860	909	966	1093				

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
35	35	35	35	35

File Description	Document
Institutional data in prescribed format	<u>View Document</u>

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	3

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1093	966	910	862	834

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
696	696	643	609	609

Fi	le Description	Document
In	stitutional data in prescribed format	<u>View Document</u>

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
347	147	213	177	111

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
06	06	05	02	01

File Description	Document
Institutional data in prescribed format	<u>View Document</u>

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
11	11	11	11	11

File Description	Docur	nent	
Institutional data in prescribed format	View	Document	

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 10

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
12.14	19.49	11.88	8.14	19.22

4.3

Number of Computers

Response: 5

4.4

Total number of computers in the campus for academic purpose

Response: 3

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective cu	rriculum delivery through	a well planned and	documented
process			

Response:

Response:

The institute is affiliated to Pandit Ravishankar Shukla University Raipur (C.G) from 1989, which is added by UGC. The college strictly follows the curriculum designed by University. The college has well qualified and trained teaching faculty for the effective implementation of the curriculum. The time table committee prepares a time table for the institution and display on notice board. The faculty members ensure the effective delivery of curriculum by planning before the class starts.

The College prepares an academic calendar before the commencement of the academic activities every year (concerning the all academic activities). The prepared academic calendar is displayed on notice board. It includes all the pre-planning of various activities like unit test, terminal examination, pre annual examination, practical and university examinations schedules, etc. The academic workloads as per subject expertise are distributed among the various committees. Teaching plan of each subject is prepared by respective teacher. Subject notes are provided to the students. Timetables along with teaching plan are mentioned in the daily dairy of concern subject faculty. Attendance register are provided to every faculty member before commencement of the academic year. The record maintained by respective faculty for student's assessments. For effective curriculum delivery, the college has adequate infrastructure for the execution of academic planning. Faculties use different innovative teaching aids for effective delivery of curriculum like LCD projector, Audio, video lectures and online class (ICT). It helps to make lecture more interesting and understandable. Guest faculties are appointed against sanctioned post so that students can be benefited. Wi-Fi facility is provided to all faculty for upgrading and adopting recent subject knowledge.

File Description	Document
Upload Additional information	View Document

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

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According to the academic calendar of Higher education department the college prepares its own academic calendar and includes the internal examination in it. The academic calendar is prepared well in the beginning of academic session, and is displayed on notice board for reference of the students and staff. It is also uploaded on college website for the all-time information of the students. It carries approximate schedules regarding admission process, teaching-learning schedule, curricular and co-curricular activities, extra-curricular activities, institutional events to be organized and dates of holidays.

The college follows its academic calendar for conducting internal examinations. In continuous internal evaluation of the students is made by conducting 4 unit test, Quarterly exam, Half Yearly Exam. Some of the activities are intentionally organized for students to assess and upgrade their subject knowledge. The faculty member prepare their own teaching plans. The important aspects of the academic calendar are planning of regular class, planning of extra-curricular activities of N.S.S and activities of sports including prize distribution function.

File Description	Document
Upload Additional information	View Document

- 1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years
 - 1. Academic council/BoS of Affiliating university
 - 2. Setting of question papers for UG/PG programs
 - 3. Design and Development of Curriculum for Add on/certificate/ Diploma Courses
 - 4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 66.67

1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.

Response: 2

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File Description	Document
Institutional data in prescribed format	<u>View Document</u>

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

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:

Response:

Institution is striving hard to imparts all kinds of knowledge besides following university curriculum.

Environment and Sustainability

At undergraduate levels (BA, BSC, BCOM) Environmental Studies is a compusory paper, in the first year.

The paper deals with environmental issues, like a threat to the environment, global warming, climate change, biodiversity, and sustainable development.

In BSc III year Biology a paper in course Zoology offers ecology and environment, this deals with the ecology of various habitats, mineral cycle, environment impact asseement.

In the B.Sc III year course Botany offers Ecology and Utilization of Plants to have the students ancient knowlwdge of herbs and medicinal value of it.

In BA III year Economics offers Development and Envirinmental economics.

Human Values

In BA III year course sociology - topics of social interest and social concerns are included in the course which give them knowledge of indian society its values, reformations of society against social evils, a social movement in tribals'

In B Com II year offers fundamentals of entrepreneurship.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

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

Response: 11.43

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	4

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

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

Response: 53.8

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

Response: 588

File Description	Document
Institutional data in prescribed format	<u>View Document</u>

1.4 Feedback System

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

Response: A. All of the above

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

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

- 1. Feedback collected, analysed and action taken and feedback available on website
- 2. Feedback collected, analysed and action has been taken
- 3. Feedback collected and analysed
- 4. Feedback collected
- 5. Feedback not collected

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

File Description	Document
Upload any additional information	<u>View Document</u>

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 83.02

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

2019-20	2018-19	2017-18	2016-17	2015-16
1093	966	910	862	834

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1200	1200	1110	1050	1050

File Description	Document
Institutional data in prescribed format	<u>View Document</u>
Any additional information	View Document

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

Response: 83.05

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

2019-20	2018-19	2017-18	2016-17	2015-16
634	560	528	500	484

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

Response:

In the beginning of the new session the teachers interact with the students to form a cordial relation with them. Most of the students admitted are from rural areas and have completed their school education in the govt. and private schools. Our faculty members address the students to acquaint them with academic and non-academic programmes in college. The institution marks the slow learners and advanced learners on the basis of their previous year's result, internal exam result and personal counselling by the teachers. The classroom environment is designed so as to ensure that advanced learners and slow learners are not discriminated against, rather, programs are designed within the classroom learning environment that assuages the slow learner's abilities while at the same time incorporate teaching-learning methods that enhance the learning abilities of advanced learners.

The institution has scheduled tutorial classes to provide assistance to students who might not be able to cope up with the classroom teaching at a normal pace. The problems of slow learners are given special attention. The students are provided extra assistance by the concerned teachers and library to overcome their shortcomings.

Sometimes slow learner's students are communicated in vernacular dialect in (Chhattisgarhi) when they are unable to follow the bookish language. The institute endeavours to make the teaching –learning process enjoyable activities. Advanced learners are encouraged in various settings. They are appreciated for their efforts at various events. This practice not only encourages them to excel further but also proves to be an inspiration to other students to strive harder. Additional resources are suggested to advance learner to master the subject and take up further challenges like competitive examinations. Advanced learners are assigned Leadership roles like Class Representatives and Team Leader in extra- curricular activities to develop their personality traits. The institution also has the practice of giving the Best Student Award to the outgoing students who have excelled in both curricular and extracurricular activities.

Institution has taken step for slow learners are:

- 1. Faculty members prepare notes and audio- video lecture on difficult units and concepts from the university syllabus and provide them.
- 2. Tutorial classes are organized and individual guidance from the university syllabus.
- 3. The performance of students is being communicated to their parents.

The Institution has undertaken the following activities for advance learners:

- 1. More books are provided to these students.
- 2. Motivation for them to participate in quiz competitions, easy writing, debates, and other extra curricular activities.
- 3. To provide them some useful educational links like cgschool.in and audio-video lecturer by which

they can get more knowledge.

In this way the slow learner showed improvement in their concerned subjects and scored better marks in the university examination while advance learners showed better performance in concerned subject and scored better marks in the university examination. They were participated in class room interaction and discussion actively.

File Description	Document
Paste link for additional Information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year) Response: 182.17 File Description Document Any additional information View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Response:

Learning is made student centric by the teachers who enlighten them about the prescribed syllabus and give them wider perspective about the subjects. The lectures can be a very effective for explaining, clarifying and exemplifyingt declarative, procedural and conditional knowledge. Books and journals are recommended in the syllabi or in the classroom for further reading. Students are motivated and encouraged to interact with the class teachers to gain knowledge and clarify their doubts.

The college has been making sustained and continuous effort to improve the teaching-learning process by using different methods like sciece Co-curricular activities ,Project work in environmental study and support system like LCD, Charts, Audio- Video lectures etc. Individual faculty members adopt a variety of techniques including Chalk and talk , role play to expand the process of learning and introduce how the theory they learn in the class is used in practice. These techniques further augment the learning ability of the students.

Question-answer method which are practiced in classroom and introduce them to participative learnig. Students are also motivated to participate in Co-curricular and extended outreach activities organized by the institution. Our faculty member encourages students to get an experience what they are exactly studying in the books. Department of Hindi Shares the experience of their novels and drama through role play.

This type of learning is clearly visible in the actual learning process of our college where students participate actively in each and every event such as seminar, group discussion. Debates and writing competition.

While teaching in the class, students participate in the learning process and experience those things in his/her practical, project work. Faculty encourages students to lead their learning towards solving of their problem and to enhance their knowledge. This college organizes webinar on Digital financial Awareness share marketing, retail marketing to quench the thrust and problem of commerce students. All such units help them to pacify the curiosity of their problem raised while learning in the class.

It also helps to provide them an opportunity for self learning and improving the skills of listening, speaking, reading and writing.

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

Response:

Our institute has a class room equipped with the LCD Projector and screens. The College has installed Wi-Fi unit for the Students inside the campus. All staff is well familiar with all latest ICT tools. To strength their knowledge, college teachers have participated FDPs on 'ICT based teaching and learning practices' 'Google class' 'Google meet'. To make video and audio lecture and how to put it and upload in cgschool.in. All the faculty members are conducting regular online class through Google meet and webex.

Audio-Video lecture of the teachers are uploaded on cgschool.in. All faculty member use PPT and multimedia to simplify the syllabus in a more meaningful way. Three teachers have completed course on 'FDP' on ICT based on teaching-learning practise and two teachers have participated online refresher course in their concerned subject.

The college inspires teachers to attend training programmes, webinar, e-conferences related to the ICT use and innovation in teaching-learning.

File Description	Document
Upload any additional information	<u>View Document</u>

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

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Response: 182.17

2.3.3.1 Number of mentors

Response: 6

15-02-2022 05:37:30

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

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

Response: 36.36

File Description	Document
List of the faculty members authenticated by the Head of HEI	<u>View Document</u>
Institutional data in prescribed format	View Document

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

Response: 68.67

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

2019-20	2018-19	2017-18	2016-17	2015-16
02	03	03	02	01

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 3

2.4.3.1 Total experience of full-time teachers

Response: 18	
File Description Document	
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Response:

Our college follows the academic calendar designed by department of higher education Chhattisgarh. According to that we have to conduct: four unit tests, quartely, half yearly and Pre final examination per academic year. For the transparency and robust in terms of frequency and mode. The dates of examinations are communicated to the students through whatsapp, e-mail and on notice board. The time- table of the examination is displayed on the notice board well in advance so that students get sufficient time to get prepared for the examination. The instructions are given to the teacher to prepare the question papers according to the pattern given by the university and the same is communicated to the students also. In the pre- final examination, the seating arrangement and room invigilation are exactly as it is in the Annual examinations of University. After the examination, the teachers evaluate the answer sheet by preparing the scheme of evaluation. After valuation the answer sheets are distributed to the students with the purpose of not only making them aware of the mistakes committed but also to ensure that the transparency in the evaluation process is maintained.

The students in the science stream have practical exams just before the commencement of the final examinations conducted by the Pt.RSU Raipur. This practical exams includes written exam, lab experiments and viva by external subject expert nominated by affiliated University.

File Description	Document
Any additional information	<u>View Document</u>

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

Response:

Response:

In the beginning of the academic year an examination committee is formed to ensure effective implementation of the evaluation process. This committee plans and coordinates all activities related to the examinations conducted in the college. The committee is also responsible for the redressed of grievance related to the examination. Examination related grievances are very minimal. With regard to internal

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assessment, during the personal seeing or answer scripts, the students may have some queries or clarifications regarding the marks allotted. Such queries are addressed almost immediately. There may be some problems regarding totalling which are also set right immediately. Apart from such small discrepancies, there have been no grievances regarding internal assessment examinations from the students. In case a student is not satisfied with the decision of a teacher with regard to her grievance, there is the option to approach the examination committee or the Principal. But such instances are non-existent. With regard to the University Examination, the students may have grievances regarding marks or total. In such instances, the university provides the options of revaluation, totalling and personal seeing of answer scripts. The role of the college is limited to sending applications for the above-mentioned options for grievance redressed. Such applications for revaluation, totalling and personal seeing of answer scripts are sent to the University for further action within the time stipulated by the University.

2.6 Student Performance and	l Learning	Outcomes
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2.6.1 Teachers and students are aware of the stated	d Programme and course outcomes of the	ıe
Programmes offered by the institution.		

-					
К	es	ทด	n	se	•

Response:

In every academic year, our faculty conveyed course outcome to all students in the introductory lecture of their respective subject. The institute is clearly mentioned the learning outcomes for its particular program on institute website. Each course has specified objectives which are approved by the Board of studies of Pt. Ravishankar Shukla University Raipur. All course syllabus copies are kept in institute library for students and faculties.

All students are made aware of the learning outcomes through the induction programme in the beginning of every academic year. Faculty members explain course objective, evolution pattern, marking schems, academic programs and institute activities etc to the students. The induction programme and the institute website also highlight the same.

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

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

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

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

File Description	Document
Upload any additional information	<u>View Document</u>

2.6.3 Average pass percentage of Students during last five years

Response: 83.32

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

2019-20	2018-19	2017-18	2016-17	2015-16
351	157	203	182	102

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

2019-20	2018-19	2017-18	2016-17	2015-16
358	182	244	188	195

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

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2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.73

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

3.1.2.2 Number of departments offering academic programes

2019-20	2018-19	2017-18	2016-17	2015-16	
01	01	01	01	01	

File Description	Document
Institutional data in prescribed format	<u>View Document</u>

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

Response: 7

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
01	0	0	04	2

File Description	Document
Report of the event	<u>View Document</u>
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

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

Response: 0.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	02	00	00

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 0.25

3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in

national/international conference proceedings year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	01	00	00

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3 Extension Activities

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

Response:

Response:

The institute is actively working in the nearby villages and rural areas. Most of the activities focused on welfare of rural people. The institute regularly conducts the social awareness activities such as:

- **1. Tree plantation** Every year our students, college staff non- teaching staff and NSS volunteer plants the tree at college campus and nearly college to keep the environment clean.
- **2. Voter Awareness program** under the SVEEP programme, various awareness campaigns are organized by NSS volunteer such as rally, door to door program ,Nukad Natak and voter literacy activities .
- **3. Swachchha Bharat Abhiyan** During the 7 days NSS camp and timely to time in the campus our students conduct an ambitions programmes of Govt. of India "Swachchha Bharat Abhiyan" various programmes are being organized under Swachchhta programme: to clean college premise, school campus, street and drain cleaning of the nearby village and sometimes local town cleaning.
- **4. Participation in woman empowerment awareness program** Under the department of woman and child development our students are spreading govt. scheme awareness among the woman so that women empowerment can fulfilled.
- **5.** Aids awareness programme Our Red Ribbon club organizes aids awareness program through online quiz ,essay writing, poster rangoli and seminar.
- **6. Health camp** Our NSS volunteer organizes health camp in rural area during the 7 th day special camp. Most of the villages are benefitted by this health camp.
- **7. Platform construction** Our volunteers build platform in most of the school campus during the camp.

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So that cultural and other activities can be performed by the students of school.

- **8. Participation in yuth festival** Our students actively participated in yuth festival during yuth day celebration where they meet student belonging to different colleges and talents. In this way it is a good platform to exchange knowledge among the students.
- **9.** Covid-19 awareness During the pandemic our NSS volunteer spread awareness among the people. They exhorted people to wear mask, keep distance and use sanitizer properly to remain healthy.
- **10**. **Mock Interview conducted** Our faculty member conducted mock interview for PSC Assistant Professor exam. Candidates marked for mock interview were being selected in the final selection list of Public service commission .

Students of the college are emotionally attached with the villagers through NSS special camps. The college is well recognized, honoured by the most of the Sarpanch (Villagers head) for the contribution of NSS Unit.

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	<u>View Document</u>
e-copy of the award letters	<u>View Document</u>

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

Response: 26

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

2019-20	2018-19	2017-18	2016-17	2015-16
7	5	3	4	7

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

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

Response: 32.86

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

2019-20	2018-19	2017-18	2016-17	2015-16
448	447	144	196	321

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

3.4 Collaboration

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

Response: 2

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

2019-20	2018-19	2017-18	2016-17	2015-16
02	0	0	0	0

File Description	Document
Institutional data in prescribed format	<u>View Document</u>
e-copies of linkage related Document	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Response:

The College has sufficient physical infrastructure facilities for smoothly teaching learning process. It has its own building since 2008-2009 with ground floor and first floor. All the classroom are large, ventilated and fully furnished with basic facilities such as writing board, fans, tubes light. Our institution also availing infrastructural facilies as under –

- 1. Classroom seating capacity of 40-60 students.
- 2. Laboratories- Equipped with adequate basic instruments.
- 3. Library having 13000 and more books along with a computer and reading room.
- 4. Seminar Room equipped with projector and computer.
- 5.NSS Room with one computer
- 6. Principal chamber With CCTV monitor and system.
- 7.UGC/IQAC Room With one computer and printing / Scanning facility along with internet (Jio net Wi-Fi)
- 8. Staff Room With adequate facility.
- 9. Office Room with student section, store room and two computer for official work.
- 10. Common room separate for girls and boys.

File Description	Document
Upload any additional information	View Document

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

Response:

Response:

The collage lacks regular sports officer. Prof. Anil Pardhi is incharge of sports and class 4 th employees are also available to assist sports activities. There is a healthy atmosphere for games/ sports and cultural activities in the collage. Many students have represented the college at zonal level, university level, state level, tournaments.

The institution provides the following sports facilities to the students for indoors we provide carom, chess etc. and for outdoor we facilitates cricket, badminton, volley ball. The institution has also sufficient

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equipments for athletics too. We provide student with running, disc throw, shot put, javelin throw, and Kabaddi.

The institutions organize cultural programmes, every year. The college give opportunity to the students to present their interested area like online quiz, painting, dancing music debates and speech etc. Through which the students can explore their hidden talent and creativity. In outdoor games many boys and girls represented the college in state and university level every year. NSS unit of our collage is gradually organizing special camps and social activities. NSS students have active participation in culture and social activities on various occasion like Swachha Bhrat Abhiyan, Sweep plan, aids awareness program, Tree plantation, health camp and other awareness programmes.

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

Response: 10

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 1

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

4.2 Library as a Learning Resource

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

Response:

Response:

The Collage lacks automated library management system because regular librarian has not been appointed since (last) 20 years. It is managed temporarily by the in charge Dr. Cresencia Baxla and a book lifter Mr. Ashok Das. The institution is situated in rural area, most of the students admitted in our collage belongs to poor and middle background. The college administration is trying to provide all the possible facilities to the students. Library is the core of educational needs and also for teaching learning. The average usage is approximate 50, which goes to move then 100 also many of the days. Time table is designed for the issue of books for all classes in a week. The record of issued books is maintained manually. All the faculty members are advised to provide the list of requirement of books. The record of books purchased are maintained and verified by the stock verification committee every year.

E- Recourse: Library has access N- LIST (National Library and Information service Infrastructure for scholarly content).

File Description	Document
Upload any additional information	View Document

4.2.2 The institution has subscription for the following e-resources

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

Response: D. Any 1 of the above

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

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

Response: 89595.4

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

2019-20	2018-19	2017-18	2016-17	2015-16
35650	57564	335387	275228	447977

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	<u>View Document</u>
Any additional information	View Document

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

Response: 18.2

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

Response: 200

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Response:

The college has Wi-Fi facility for teaching staff and office work. The Chhattisgarh InfoTech and Biotech promotional society (CHIPS) has installed a Wi-Fi device covers principal chamber NAAC/IQAC and outside of office area. The classrooms are given essential facility like surveillance system proper electrical power supply, furniture, anti-virus for all computers. The college has 5 computers at running condition with access to internet that are updated with essential software as per the requirement of the college. The maintenance of the equipments and for major disorder and damage, computer technician and local service providers are hired for the up keeping and replacement. The Wi-Fi facility is provided to all teaching staff and office. Initially we were connected with BSNL broad band.

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File Description	Document
Upload any additional information	<u>View Document</u>

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

Response: 364.33

File Description	Document
Upload any additional information	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: D. 05 MBPS – 10 MBPS

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

4.4 Maintenance of Campus Infrastructure

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

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

Response:

Response:

Our Laboratories have lab technician and lab attendant appointed by govt. They maintain labs in general, teacher of the department remain vigilant during practical classes. If any instrument is found damaged then the instrument is get repaired by local technician. Students also participate in yearly cleaning and maintenance activity of labs. Every year stock is checked in department and endorsed by the committee formed by the principal. There are library attendants and book lifters. They bring the books at issue counter and keep the books in place after return. Every year after examination book stock is checked and endorsed by the committee. Tear off books are written off every year after recommendation of write off committee.

Sports: Our NSS students and sports players often maintain playground our class fourth employee also helps in maintaining playground during annual sports.

File Description	Document
Upload any additional information	<u>View Document</u>

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 41.11

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

2019-20	2018-19	2017-18	2016-17	2015-16
634	488	383	271	196

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Institutional data in prescribed format	View Document

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document	
Institutional data in prescribed format	<u>View Document</u>	

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

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

Response: D. 1 of the above

File Description	Document	
Institutional data in prescribed format	View Document	
Any additional information	View Document	

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

Response: 6.66

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	150	145	0

File Description	Document	
Institutional data in prescribed format	<u>View Document</u>	
Any additional information	View Document	

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

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

Response: A. All of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 1.04

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

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	02	01	03

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

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

Response: 5.76

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 20

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

File Description	Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<u>View Document</u>
Any additional information	View Document

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

Response:

Response:

Our student are actively involved in committees like IQAC, JBC, Grievance Redressal Committee. Discipline committee, Eco club and sanitation committee. The college convinces the students that it is an opportunity to develope their overall personality by involving themselves in such activities. Our college has an active student council the members of the student Council are elected on the basis of academic merit. Council plays very significant role by providing proper feedback of all the student to the institution. The process of admission, exam form submission, scholarship form their process are smoothly conducted with the help of students. The institute is triying to facilitate student's representation and engagement in all the activities..

File Description	Document
Upload any additional information	<u>View Document</u>

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

Response: 3.4

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

2019-20	2018-19	2017-18	2016-17	2015-16
04	6	3	1	3

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

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

Response:

Response:

Alumni association has not yet registered but functioning properly for the welfare of college. Meeting of association is held sometimes every year. The old students are still involved actively in the development activities of the college . Some of them are a part of JBS, IQAC and NSS cell. They also play active role during NSS camp . They observe and give ideas for development in the alumni meeting is always given preference by the college authorities. Alumni also give proper feedback in over all development of the college. some of the alumni are working in the college as a employee.

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

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

vision and mission of the institution

- The institution vision is to provide quality higher education to students belonging to rural and middle class farmer family.
- To increase the enrolment ratio of girl students.
- The college has also vision to make students self confident as they form themselves in every field and aspect of life.

Mission statement:

- To provide a holistic and enabling environment of study to student coming from different economics background.
- To expand the range of subject available to a student at the Under graduate level. (specially B.Sc maths group and B.A. English literature).
- To introduce post graduate programmes.
- To introduce computer course in PGDCA and DCA.

Our teaching faculties play an important role in implementing the vision and Mission of the college and also play a proactive part in the decision - making process.

Our teachers are members and convener of the various committee. These are constituted for the day to day functioning of the college. Some of these committees are staff council, the examination committee, the admission committee, the library committee. They determine admission criteria, cutoff marks examination modalities, library practices various teaching learning innovations and other academic activities.

File Description	Document
Paste link for additional information	View Document

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

Response:

Our teaching staff and office staff play an active role in various given responsibilities. The institution has an active mechanism to work together. Faculty member helps to create quality policy to ensure result

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development.

Case study.

In university annual examination conducting is the most significant activity of the institution in which every staff member is engaged and given various important responsibilities to execute the examination successfully. IQAC and staff council meeting is scheduled before the examination. In our Institution Annual Examination is held in three shifts and each shift has one centre superintendent and one or two assistant superintendent. The works are distributed among teaching staff and class 3 and 4 staff. Such as receiving question paper from university. Keeping question paper safely, arrangement of answer sheets, Seating arrangement, distribution of admit card and downloading and arrangement of admission sheets. In this way every year our Institute conducted annual exam successful with the help of teaching and non-teaching staff.

File Description	Document
Upload any additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The institute is surrounded by rural population of area. Gradually the enrolment is increasing in the last few years. The college will play an important academic role in the coming years. So keeping in mind the vision and mission of the college the following might be the perspective and

Strategic plan in long term:

- 1. Extension of college building by adding new classroom, library building with reading hall.
- 2. To start new UG and PG courses.
- 3. To organize more webinar, workshop and special lectures.
- 4. To introduce add on course and computer based course such as PGDCA and DCA.
- 5. In sports the college needs to have playground and more sports facilities.
- 6. To invite regular feedback from stakeholder like Students, Faculty, Parents, Alumni, and Employers.
- 7. To conduct more extension and outreach program through NSS.
- 8. To encourage the faculty for paper publishing in UGC approved national and international journals.
- 9. To increase the use of ICT among faculty and students.
- 10. Automated library and office.
- 11. To establish student help desk.
- 12. To prepare for NAAC assessment and accreditation.

- 13. To encourage faculty members to attend FDP program.
- 14. To give priority to reserved category students in admission.

Implementation:

- 1. Extension activities were carried out through NSS.
- 2.B.Sc and B.Com program were introduced.
- 3. Webinars were conducted to enhance the knowledge of the students.
- 4. Teaching staffs have attended FDP, Orientation and Refresher courses to upgrade their knowledge.
- 5. More students from reserved category were admitted and benefitted with govt. scholarship.
- 6. Use of ICT increased in teaching. Teaching staffs regularly conducted online class.

Activity Implemented-

In teaching-learning process- Before pandemic era our faculty members followed talk and chalk method of teaching. But in the pandemic time offline class was not possible therefore we created class wise whatsapp group and started online classes through smartphone in google meet and webex. We also shared all the important information to the students related admission, scholarship, examinations etc. For continuous online classes our faculty members regularly sent link in the whatsapp group. In this series we provided study material, audio-video lecture, some useful U tube link of lecture to the students to inculcate their range of knowledge. Our faculty member properly maintained the daily diary and attendance register of online class.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

1. Organizational structure.

- 1. Administrative Head principal.
- 2. Teaching staff Assistant professors, Guest lecturer.
- 3. Non Teaching staff Librarian, sports officer, Assistant Grade I,II,III, computer operator, Book Lifter, watchman, Peon, sweeper.
- 4. Technical staff Laboratory Technician, Laboratory Attendant.
- **2. Appointment procedure** The process of recruitment of teaching, non teaching and technical staff are done by the government through C.G.PSC, C.G. Vyapam and Department recruitment.

- **3. Promotion** The promotion procedure is determined by the state government of C.G.
- **4. Grievance Redressal mechanism** The college has formed student help desk and Grievance Redressal committee for students to address their complain and grievance to resolve them. For girl students a complain box is established near girls common room.

After receiving grievance and complains, either in writing or orally, the committee discuss and resolve.

File Description	Document
Upload any additional information	<u>View Document</u>

6.2.3 Implementation of e-governance in areas of operation

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

Response: C. 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The following schemes are available for teaching and non-teaching staff as per the state Govt.norms:

- 1 The government has initiated Career Advancement Scheme for teaching staff who has higher qualification such as M.Phil and Ph,D.
- 2 There are also government schemes for those who wish to buy or construct houses and festival advances.
- 3 Medical leave facilities

4 There is a provision of study leave,	maternity leave, patern	nityleave and duty	leave as applicable.
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5 Pension /family pension scheme: for teaching and non-teaching staff.

6. Leave encashment: for teaching and non-teaching staff.

7 GIS and Gratuity: Each abd every regular teaching and non-teaching staff is covered under General Insurance scheme .

8 Compensatory Appointment.

9 Medical bill reimbursement.

File Description	Document
Upload any additional information	<u>View Document</u>

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data	<u>View Document</u>
template)	

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	00	00

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

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

Response: 40.67

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

2019-20	2018-19	2017-18	2016-17	2015-16
4	1	1	0	01

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Performance Appraisal for teaching staff, there is a performance appraisal system for teaching staff of the college. Every regular teaching staff has to fill up and submit C.R.(Confidential Report) in the end of academic year. The principal of the institution observes every CR of the teaching staff and marks his opinion. Every year the students submit feedback form on Teaching – Learning and evolution on which the opinion of the students is sought. The filled forms are analyzed by the principal and the feedback obtained is addressed for the betterment of the Teaching - Learning process. Teacher also fill API.

There is a performance appraisal system for non - teaching staff. They have to fill up and submit

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C.R.(Confidential Report) Every CR of the non teaching staff, marks are opinioned and sent them to the office of Commissioner, department of higher education for further actions.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution has two audit system. They are internal and external financial audit of the institution. The institute conducts audit at differerent time interval. It has a well framed accounting and auditing system over the years of experience. The accounts are maintained by the Account section. Internal audit includes ulitization of Janbhagidari , Rusa and self financing fund by a Charter Accountant. In the same way audit utilization of UGC fund is gets done by Charter Accountant.

Pertaining external audit of state government fund utilization. There is a mechanism of departmental audit which is done at different time by the department of Higher education and the officials of Accountant General office. The last government audit was done in 2018.

File Description	Document
Upload any additional information	<u>View Document</u>

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

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

Response:

The sources of funds for the college are allotted from the state government, development grants received from UGC and development fees collected from the students determined by JBC committee. The funds received from the UGC are clearly mentioned for which purposes they are granted. The allotments from the state government are also under special heads and they are spent for the purposes they are meant. These funds are made use for the institutions requirements. Before the expenditure of the grants the committee ask for the requirements from labs, sports ,library and other needs of institution. In this way the institution utilizes the funds according to the need.

File Description	Document
Upload any additional information	<u>View Document</u>

6.5 Internal Quality Assurance System

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

Response:

In the beginning of academic session the Institution introduces to all newly admitted students to make aware of programme structure, examination scheme, various subjects in the programme and programme outcome and course outcome. The institution has adopted the policy to identify advanced learners and slow learners by following techniques –

- 1. Review of their entry or previous year result.
- 2. Performance in Unit, Quarterly and pre final examination are reviewed to monitor their learning levels.

Our faculty members evaluate above data and categorize students as advanced and slow learners and provide them suitable guidance.

Special programs organized and implemented by the institution for slow learners are tutorial classes, solving question paper of previous university examination, Class Test. At the same time special programs are organized and implemented by the institution for boosting creativity and intelligence of advanced learners which include, quiz competitions essay writing, speech etc.

This activity boosted the ability of the slow learners to comprehend difficult topics, recalling the answer of question, build confidence and help in overall development of the students. Similarly this activity helped advanced learners to boost their recreational domain and inculcates leadership qualities. Along with these IQAC cell has performed the following initiative.

- Feedback of all stakeholders have been collected, analyzed and necessary actions were taken.
- The proposals for new courses have been sent to the department of higher education for necessary action.
- Uses of ICT by students and teachers have increased.
- Webinars have been organized to enhance the knowledge of students and teachers.

Faculty members have participated, Orientation, Refresher, FDP programme. Webinars, and Conference.

File Description	Document
Paste link for additional information	View Document

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

Response:

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

The Internal Quality Assurance cell was recently re-established on 15-09-2018 in the college. However, the institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals.

The two examples of institutional reviews and implementation of teaching learning reforms are as follows:

- 1. Feedback system for initiating teaching learning reforms.
- 2. Upgrading Teaching –Learning process by using ICT.

1. Feedback system for initiating teaching learning reforms:

Feedback is an essential part of effective learning. It helps students understand the subject being studied and gives them clear guidance on how to improve their learning. It also helps the faculty to improve their teaching skills.

The Feedback from the students helps in assessing the teaching methodologies of the faculty and make necessary amendments and reforms. The feedback received is analyzed and evaluated by IQAC cell. (An example of such analysis is attached herewith for perusal copy attached as Feedback Analysis).

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1. Upgrading Teaching – Learning Process by using ICT.

Initially our faculty members used to teach through conventional method of talk and chalk . But before some year they are using green board and projector for difficult lessons, specially for science stream. The students from science stream felt difficulty complicated during the topic come across like animated diagram, and chemical reaction through chalk – board method, therefore an ICT room was established to make teaching – learning process easy. Our all science faculty uses projector and sometimes Arts faculty also uses projector to teach the students. To use ICT in our teaching –learning process our faculty members are encouraged to participate ICT based FDP Programme. In the pandemic and post pandemic time our teaching staffs are conducting online class through Google meet and Webex.

File Description	Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

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

Response: C. 2 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

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

Response:

Response:

- Safety and security: The college is committed to provid safety and security to girls students. The campus is covered under CCTV cameras during college hours. The footage of the recording is often seen and necessary actions are taken, if any suspicions activity is observed by the principal. Woman's Grievance Redressal cell and help desk have been framed to provide better safeguard.
- Counseling: The problems of girls students are counseled time to time by female staff members personally and publically both. Counseling includes physical fitness, mental stress management and remedies etc.
- **Common room :-** The college has provided separate common room for boys and girls. The common rooms are situated near the washroom of concerned gender.
- Day care center for young children: During the University examination the college provides a separate temporary room (NSS Room) for new born child (0-5) caring room or feeding room.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document

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

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

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	<u>View Document</u>

7.1.3 Describe the facilities in the Institution for the management of the following types of

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degradable and non-degradable waste (within 500 words)

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

Response:

The institute is working in the direction of keeping campus clean and green. The faculties and students are regularly advised to reduce waste at lower extent. Sincere students put waste in particular bins in the college campus. The solid waste is regularly collected by the garbage town council. To minimize the problem of waste disposal separate dust bins are kept. Blue colored dust bin is kept for dry waste and Green colored dust bins are used for wet waste. Old newspapers, old practical note books and raw paper material (Raddi) is sold out. We have also constructed composting pit to manage dry waste in the institution.

There is a minimal liquid waste in the college. Regular maintenance of drinking water tap, RO water filter, and drainage and water pipelines is kept by the college support staff.

There is separate room in the college where we can drop the unused or waste electronic staff. These electronic wastes are sent for recycling or repairing as for as possible. Printer cartridges are generally refilled and not disposed. Wherever refilling is not possible the cartridge is returned to the manufacturer.

There is a written communication with Basna nagar panchayat for collection and waste management.

The college generally does not generate any hazardous waste in any manner. However, the college strives to generate minimal waste and tries to reduce the use of plastics whenever possible.

File Description	Document
Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

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

Response: B. 3 of the above

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File Description	Document
Geotagged photographs / videos of the facilities	<u>View Document</u>

7.1.5 Green campus initiatives include:

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

Response: C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	<u>View Document</u>

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

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

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

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

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<u>View Document</u>

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

Response:

In our institute, most of the students taking admission are local and belong to the nearly village. As per government rules the admission process is carried out. Enough care is taken for specific earmarked seats of each category are filled up. The admission committee of the college is well balanced with the representation of each category. The college time to time organizes different activities for inculcating the values of tolerance, harmony towards cultural diversities. Our college belongs to the rural background. Its activities have a positive impact on the society's cultural and communal thoughts directly.

We believe in unity in diversity that's why our students respect the different religion, language and culture. We feel the college is our second home and all faculties like a family member. We greet and wish each other at different festivals and invite them to have a feast to get introduced with ones culture to have amicable relations and to maintain the religious, social and communal harmony.

Similarly our students also celebrate the different festivals with joy and enthusiasm which help them to impact the social and religious harmony.

Our college is situated at the nook and corner of Chhattisgarh state and also entry gate of Orissa state, therefore we have mingled culture of Chhattisgarhi and Orissa. There is also transmission of local dialect and Orissa language. Our students respect Orissa language and culture. Orissa's students and people respect Chhattisgarhi dialect and culture. In this way we try to spread harmony among the people.

To present our culture and to respect Orissa culture and language, on the eve of our college annual gathering, students present most of the programme related to mingled tradition and culture that makes, Cultural, regional, linguistic, communal socioeconomic harmony among the people and students too.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

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Response:

The institute undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties and responsibilities of the citizen. On 26th Nov 2019, Constitution day was celebrated in our college. On 10 Dec 2019, Human Rights Day. We invited Dr. R.K. Purohit the retired principal of P.G college Dantewada (C.G). He narrated the fundamental rights, Duties, values and responsibilities of citizen as stated in constitution of India. He appealed to all to remember the struggle of freedom and respect the National Flag and National Anthem. Our constitution provides for human dignity, equality, social justice, Human rights and freedom, Rules of law, equity and respect and superiority of constitution in the national life.

Pt. Ravishankar shukla University Raipur (C.G) has incorporated the following chapters on 'Aspects of Indian constitution', 'Individual freedom' and 'fundamental Duties' in foundation course at degree level programme to create awareness and sensitizating among the students and employees to constitution obligation.

As a part of strengthening the democratic values. Assistant professor Dr. S.K Sao was nominated as ELC incharge under whose guidance, Electoral literary club and voter awareness programes are organized to literat the students and the people of nearly villages. A voter pledge programme was organized on 24th jan 2020 for students and faculties at the college. Our NSS volunteer had organized 'voter awareness rally' door to door awareness programme and Nukad Natak at various nearly village. The result of this awareness programme can be seen in Assembly election 2018. Poll percentage increased in Assembly number 40 Basna (C.G). Earlier activities relating to this task was undertaken by our NSS incharge Mr. N.K Pradhan.

Every year Republic day is celebrated on 26th January by participating our students activities highlighting the importance of Indian constitution. Similarly constitution day also would be celebrated on 26th Nov every year. Independence day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution.

File Description	Document	
Any other relevant information	View Document	

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

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

Response: C. 2 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document

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

Response:

Our college has a common culture to celebrate days of International and national importance. The college helps students to relate with the cultural heritage of India. We celebrate international commemorative days on the following: Intentional woman's Day, on 8 march International Day of Non-violence – on 2 October, world AIDS Day - on 1 December, National Yoga Day – on 21 June.

Every year Independence day and Republic day is celebrated in a traditional manner. On the occasion of birthday of Dr. S. Radhakrishnan all the teachers and students gather to celebrate the birth date of our former president. On 2nd of October we celebrate the birthday of father of nation "Mahatma Gandhi" and former prime minister Lal Bahadur shastriji. Every year on 12th of January birth anniversary of Swami Vivekananda is celebrated as youth day. Hindi Day on 14 sept.. On death anniversary of Gandhiji every year we keep moment of silence for two minutes. We also celebrate Swachhata Diwas on 2nd October. The faculty of science celebrate National Science Day on 28th of February.

File Description	Document
Geotagged photographs of some of the events	<u>View Document</u>

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:

- (I) Title of the practice. Enhance performance in History
 - 1. Objectives of the practice
 - Attract talented students to History course
 - Encourage History students to pursue higher education in History
 - Instill healthy competition amongst students to outperform the other
 - 1. The context

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- Admission to History courses is declining in general due to the lack of awareness among the students. There is a need to attract students to this art course
- Input to higher education institutes is witnessing lack of talented students and declining trend of enrolment. It is deemed that it is the responsibility of institutions like ours, to prepare and sent many talented students to these higher education institutes.

1. The practice

- Prize amount of Rs. 1100 to 2100 is provided to students securing highest marks in each of the year. This would be distributed during the annual college day to boost the pride of the recipient students.
- At the very beginning of the year the students are informed about the incentives provided by the department for best performing students which inculcates a spirit of competitive attitude amongst the students.
- Students are also informed about the various opportunities available after completing the under graduate course in History. The nature of the competitive examinations to be taken is also made clear to them. History course plays important role in most of the competitive exams.
- Question bank is made available to all the students so that every student has the same edge to compete. Learning support is provided by academic counseling by the individual teachers

1. Evidence of success

- Increase in the number of students securing high marks. The following students have secured top position in 2019-20. Khagendra singh (B.A I69%), Ku. Suman Banjara (B.A II- 75.33%), Ku. Rubi Purohit (B.A III- 72.66%).
- Increase in the quality of results (number of distinctions, number of first classes, etc.)

1. Problems encountered and resources required

- The practice was initiated in the year 2019-20. Since then the number of high scoring students has been on the rise. The amount is not sufficient to meet the expenditure in the present day due to more number of students scoring high marks.
- It is essential to enhance the amount to atleast Rs. 10.000=00 immediately so that the practice may sustain.
- Students belonging to other course also demanding the same incentive.

1. Title of the Best Practice - Composting

1. Objective of the practice

Composting is an aerobic method of decomposing organic solid wastes. It can therefore be used to recycle organic material. The process involves decomposition of organic material into a humus-like material known as compost, which is a good fertiliser for plants. Compost returns valuable nutrients to the soil to help maintain soil quality and fertility.

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The objective of this activity was to inculcate a healthy practice among the students towards waste management on the Campus.

1. The Context

The idea was initiated by science group students. Most of the students of our college belongs to farmer family. This process will help them in practicing in their own land.

1. The practice:

This practice is not applied in nearly institute so it will be learning and practice for all. Here are some of the ways our students have been benefitted from this healthy practice:

- This best practice has helped the students to understand how composting enriches soil, helping to retain moisture and suppress plant diseases and pests.
- It has also enabled them understand how composting reduces the need for chemical fertilizer.
- This best practice has created an awareness regarding how composting has encouraged the production of beneficial bacteria and fungi that breaks down organic matter to create humus, a rich nutrient filled material.

1. Evidence of Success:

- The College employees were imparted information to carry out effective 'Solid Waste Management'.
- This activity has encouraged the students to make use of the compost to grow seasonal fruits and vegetables in the backyard.

1. Problem encountered and Resources required:

- Lack of financial support as JBS was not existed currently.
- Sometimes leafs and garbage were not collected properly.
- Lack of trolley for collection of garbage of all campus.
- Moisture was major problem and permanent emloyee needed for the regular supervision of composting pit.

File Description	Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

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

Response:

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The institute was established in 1989 with under graduate Art programme at Basna, distt. Mahasamund (C.G). Initially the college was conducted in the rented building with 5 classrooms. The Govt. had decided to construct the new college building at the present location and accordingly the entire establishment was shifted here in 2008-09 In this locality there was no college and the nearest college was at a distance of 20km.

The institution is situated in the rural area. There are three programmes (B.A B.SC and B.COM) conducting at present. Every year large number of rural students (Girls and Boys) take admission in under graduate programme. The college provides free admission ship to all girls and SC ST boys students as per the direction of the University and helps girls students to get scholarship provided by the Government.

The college gives priority to promote education for poor students and girls students of rural background. The rural background students can't effort their education as to urban colleges. Our college provides academic as well as non academic activities to encourage them to participate in extracurricular activities (NSS and Sports) also.

The college is known for high enrolment ratio of girl's students. As majority of girls students were belonging to middle class farmer family. Earlier girls students were not sent to the college for regular classes. But since the institution made an effort to increase the enrolment ratio of girl students by conducting, encouraging their parents, and often visiting nearly higher secondary schools to introduce the scope and importance of education among the parents and students. Thus it made possible to increase the enrolment ration of girls students in the college.

In this direction our institution follow "Beti padhao Beti Bachao Abhiyan". Now a days the enrolment ratio of girl students are increasing year by year.

			_
Year	Male	Female	
2015-16	389	449	
2016-17	377	483	
2017-18	391	518	
2018-19	395	571	
2019-20	447	646	

Our faculty members co- operate students in all possible way.

File Description	Document	
Appropriate web in the Institutional website	<u>View Document</u>	

5. CONCLUSION

Additional Information:

The institute is a study centre(R-1502) and an examination centre (3502) of Pandit Sundar Lal Sharma Open University Bilaspur (C.G). Our centre offers the following degree and diploma program: B.A, B.SC(maths),B.SC (Bio), B.COM and B.LIB in under graduate programs. M.A English, M.A Hindi, M.A Sociology, M.S.W (Social Work),M.A Political Science, M.A Sanskrit, M.COM, M.SC Mathematics in postgradution programs. DCA, PGDC, PGDCLL (Chhattisgarhi Language and Literature), PG diploma in Yoga in diploma. The programs are useful for the students belonging to rural area who are not able to enroll in the regular mode of teaching-learning. In this way the institute is trying to facilitates various program to the students and employees. Approximately 250 students enroll per year in various UG,PG and Diploma courses. All the process including online admission, assignment submission and final examination conduction are organized in the college.

Concluding Remarks:

The institute is committed to holistic development of students. Though we have minimal resources yet our students are securing good position in university examinations. In sports students are representing the college in zonal, inter university and state level tournaments. In extra-curricular and co-curricular activities our students take active participation. In outreach program our students work very passionately and sincerely. In the pandemic era our students conducted covid-19 awareness program. Regarding welfare of students, the institute has taken many steps to upgrade and sharpen their knowledge by organizing webinar, mock interview, govt. scheme awareness program among the women. The institute tries to give benefit of govt. scholarship to the needy students and conducts tutorial classes for slow learner students. Outgoing students of this institute are working in different govt. and private sector. The enrolment ratio and result of the institute is satisfactory.

In this way we can say that the institute is conscious about the betterment of students and lastly our efforts will continue with the quote of Swami Vivekananda:

"Arise, awake, and stop not till the goal is reached"

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6.ANNEXURE

1.Metrics Level Deviations

Metric ID Sub Questions and Answers before and after DVV Verification

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

1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented.

Answer before DVV Verification: 1 Answer after DVV Verification: 2

Remark: As per the clarification received from HEI, Input is recommended

2.1.1 Average Enrolment percentage (Average of last five years)

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1093	966	909	860	838

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1093	966	910	862	834

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1185	1185	1170	1050	1050

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1200	1200	1110	1050	1050

Remark: As per clarification received from HEI, input is recommended

- Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)
 - 2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years

Answer before DVV Verification:

2019-20 2018-19 2017-18 201	2015-16
-----------------------------------	---------

|--|

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
634	560	528	500	484

Remark: As per the clarification received from HEI and the reservation policy provided by HEI only 58% reservation is considered as per the data provided in metric no 2.1.1, input is recommended

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

2.6.3.1. Total number of final year students who passed the university examination yearwise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
351	157	203	182	102

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
351	157	203	182	102

2.6.3.2. Total number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
354	182	244188	188	195

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
358	182	244	188	195

Remark: As per clarification received from HEI, input is recommended

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

3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution yearwise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
01	0	0	04	0

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
01	0	0	04	2

Remark: As per clarification received, DVV input is recommended

- Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years
 - 3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/international conference proceedings year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
00	01	00	00	00

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	01	00	00

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

Answer before DVV Verification:

Î	2019-20	2018-19	2017-18	2016-17	2015-16
	6	7	07	11	09

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
7	5	3	4	7

Remark: As per clarification received from HEI, input is recommended

- Average percentage of students participating in extension activities at 3.3.3. above during last five years
 - 3.3.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/NCC/ Red Cross/ YRC etc., year-wise during last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
282	336	335	538	405

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
448	447	144	196	321

Remark: As per clarification received from HEI, input is recommended

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

Answer before DVV Verification: 10 Answer after DVV Verification: 1

Remark: As per clarification received from HEI, input is recommended

- 4.2.2 The institution has subscription for the following e-resources
 - 1. e-journals
 - 2. e-ShodhSindhu
 - 3. Shodhganga Membership
 - 4. e-books
 - 5. Databases
 - 6. Remote access to e-resources

Answer before DVV Verification: D. Any 1 of the above Answer After DVV Verification: D. Any 1 of the above

Remark: As per the clarification received from HEI, input is recommended

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
634	488	386	271	196

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
634	488	383	271	196

Remark: As per clarification received from HEI, input is recommended

- 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following
 - 1. Soft skills
 - 2. Language and communication skills
 - 3. Life skills (Yoga, physical fitness, health and hygiene)
 - 4. ICT/computing skills

Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: D. 1 of the above

Remark: As per clarification received from HEI, input is recommended

- 5.2.2 Average percentage of students progressing to higher education during the last five years
 - 5.2.2.1. Number of outgoing student progressing to higher education.

Answer before DVV Verification: 97 Answer after DVV Verification: 20

Remark: As per clarification received from HEI, input is recommended

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
04	06	01	03	05

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Remark: As per the clarification received from HEI, HEI has provided participation certificates, which should not be considered, input recommended accordingly

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution

participated during last five years (organised by the institution/other institutions)

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
07	07	06	03	05

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
04	6	3	1	3

Remark: As per clarification received from HEI, input is recommended

6.2.3 Implementation of e-governance in areas of operation

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

Answer before DVV Verification: B. 3 of the above Answer After DVV Verification: C. 2 of the above

Remark: As per the clarification received, input is recommended

7.1.4 Water conservation facilities available in the Institution:

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

Answer before DVV Verification: C. 2 of the above Answer After DVV Verification: B. 3 of the above

Remark: As per the clarification received from HEI input is recommended

7.1.5 Green campus initiatives include:

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

	Answer before DVV Verification: B. 3 of the above
	Answer After DVV Verification: C. 2 of the above
7.1.7	The Institution has disabled-friendly, barrier free environment
	1. Built environment with ramps/lifts for easy access to classrooms.
	2. Divyangjan friendly washrooms
	3. Signage including tactile path, lights, display boards and signposts
	4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
	5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading
	Answer before DVV Verification: C. 2 of the above
	Answer After DVV Verification: D.1 of the above
7.1.10	The Institution has a prescribed code of conduct for students, teachers, administrators and
	other staff and conducts periodic programmes in this regard.
	1. The Code of Conduct is displayed on the website
	2. There is a committee to monitor adherence to the Code of Conduct
	3. Institution organizes professional ethics programmes for students, teachers,
	administrators and other staff
	4. Annual awareness programmes on Code of Conduct are organized
	Answer before DVV Verification : A. All of the above
	Answer After DVV Verification: C. 2 of the above
	Remark: As per the clarification received from HEI, input is recommended

2.Extended Profile Deviations

D	Extended (Zuesnons			
1	Number of	f courses of	fered by the	Institution	across all pi
	Answer be	fore DVV V	erification:	,	
	2019-20	2018-19	2017-18	2016-17	2015-16
	32	32	32	32	32
	Answer Af	ter DVV Ve	rification:		
	2019-20	2018-19	2017-18	2016-17	2015-16
	35	35	35	35	35
	Number of	f students y	ear-wise du	ring last fiv	e years
		·		ring last fiv	e years
		f students y		ring last fiv	e years
		·		2016-17	2015-16

2019-20	2018-19	2017-18	2016-17	2015-16
1093	966	910	862	834

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
609	609	678	711	711

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
696	696	643	609	609

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
351	224	203	182	102

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
347	147	213	177	111

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
06	07	06	03	02

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
06	06	05	02	01

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1214988	1949725	1188600	814573	1922029

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
12.14	19.49	11.88	8.14	19.22