



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Late Shri Jaidev Satpathi Govt. college Basna, Dist. Mahasamund (C.G)
• Name of the Head of the institution	Ku. Seema Agrawal
• Designation	Incharge Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07724-246722
• Mobile No:	9575666116
• Registered e-mail	govtcollege.basana@gmail.com
• Alternate e-mail	saosurendra38@gmail.com
• Address	Basna
• City/Town	Basna
• State/UT	Chhattisgarh
• Pin Code	493554
2.Institutional status	
• Type of Institution	Co-education
• Location	Semi-Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Pt Ravishankar Shukla University Raipur (C.G)				
• Name of the IQAC Coordinator	Dr. Surendra Kumar Sao				
• Phone No.	9165970152				
• Alternate phone No.	9165970152				
• Mobile	9165970152				
• IQAC e-mail address	saosurendra38@gmail.com				
• Alternate e-mail address	govtcollegebasna@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	Nill				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	yes				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.04	2022	30/03/2022	30/03/2027
Cycle 1	Nil	Nil	Nil	Nil	Nil
6.Date of Establishment of IQAC			15/09/2018		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	03
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Prepared Qualitative and Quantitative Metrics for NAAC 2. Online classes Conducted 3. Self Study Report Submitted 4. Annual Examination Conducted on Blended Mode 5. Webinars Conducted	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
1. Prepared Academic Calendar and Time -Table .	1.Properly followed Academic Calendar
2.Faculty members are instructed to prepare teaching plan for smooth teaching- learning process	2.Faculty members prepared teaching plan and taught accordingly
3. Use of more ICT in teaching learning process	3. Our faculty members taught through Lcd Projector .
4. Feedback from different stakeholders	4. Feedback collected ,analyzed and action taken
5. Extension of building	5. Process is going on.
13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	31/01/2022

Extended Profile**1. Programme**

1.1	38
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1147
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	796
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	341
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	6
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	11
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution

4.1	10
Total number of Classrooms and Seminar halls	

4.2	8208627
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	05
Total number of computers on campus for academic purposes	

Part B**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

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 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 . The prepared academic calendar is displayed on notice board. It includes all the pre-planning of various activities like unit test, quarterly 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. . 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).

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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. The academic calendar 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	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number 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

2

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

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

Environment and Sustainability

At undergraduate levels (BA, BSc, B.Com) Environmental Studies is a compusory paper, in the first year.

The paper deals with environment issues, like a a threat to the environment, global warning, 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 assessment.

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

Human Values

In B.A 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	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

4

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships

593

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1200

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1052

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution marks the slow learners and advanced learners on the basis of their previous year's result, unit test and personal counseling by the teachers. The classroom environment is designed so

as to ensure that advanced learners and slow learners are not discriminated.

The institution follows the following steps:

1. The department prepares the list of difficult units and concepts from the university syllabus.
2. Extra coaching and individual guidance from the university syllabus.
3. The performance of students is being communicated to their parents.
4. By solving question papers of previous university examination from the students.
5. The department arranges some guest lecturers to create confidence among the students.

The department 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, university and state level competition.
3. To provide them some useful educational links by which they can get more information.

In this way the slow learner showed improvement in their concerned subjects and scored better matter in the university examination while advance learns 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	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1147	06

File Description	Documents
Any additional information	View File

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

Students are motivated and encouraged to interact with the class teachers and invites subject experts to gain knowledge and clarify their doubts.

The college has been making sustained and continuous effort to improve the teaching-learning methodology by using different methods like Project work/ seminars etc. 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 beyond classroom lectures and appreciate how the theory they learn in the class is used in practice. These techniques further augment the learning ability of the students. Our college follows the four stage of problem solving methodologies in that we define the problem in the first stage and ask the students to give the solution in the second stage. In third stage we ask to write a report the difficulties faced by students while giving solution and in the last stage the actual implementation of defined problems.

Department of Hindi Shares the experience of their novels, drama and poetry through the screening of adapted movies. Dept. of history frequently visits the local fort and prepared a documentary on it.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Our institute has made one smart classroom equipped with the LCD Projector and screens. The college issued PC to the department with the printer. 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', How to create personal Blogs' com studio for self videos and how to put it on the YouTube channel' and upload in cgschool.in, all the faculty members are conducting online class through Google meet.

Video lecture of each teacher is uploaded on cgschool.in. All department use PPT and multimedia to simplify the syllabus in a more meaningful way. Three teachers have completed course on 'FDP' on ICT based 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	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

06

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

06

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

02

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

06

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Our college follows the academic calendar designed by department of higher education Chhattisgarh. According to that we have to conduct: four unit tests, two Terminal examinations 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 the college calendar. The time- table of the examinations 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 takes are exactly as it is in the end year 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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

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 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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

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 objectives, evolution pattern, marking schemes, academic programs and institute activities etc to the students. The induction programme and the institute website also highlight the same.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://govtcollegebasna.in/newsData/Report16.pdf and
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Course outcome are to be attained by all students at the end of formal course. The students gain the knowledge of their syllabus through textbook, 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 examination held by the university. Programme outcomes have been devised by each subject according to syllabus of the subject.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

340

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://govtcollegebasna.in/newsData/Report74.pdf>

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 year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
0	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
03	

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Due to covid -19 no extention activities were being organized.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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., during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

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.

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 facilities 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 (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	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

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

The institution organizes cultural programmes, online quiz contests and debates, 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

01

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

01

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Collage lacks automated library management system. It is managed by new appointed librarian Mr. Deepak Sahu 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	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

D. Any 1 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

05

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	No File Uploaded

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.

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 players volunteer often maintain playground our class fourth employee also helps in maintaining playground during annual sports.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	No File Uploaded

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

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) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

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 develop 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. The 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 trying to facilitate student's representation and engagement in all the activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

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

No activities done due to covid-19

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

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

Alumni association has not yet registered but functioning properly for the welfar of college. Meeting of association is held sometimes every year. The old students are still involved actively in the development activites of the college. Some of them are 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 anumni are working in the college as a employee.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

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 everyfield 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.

The IQAC prepares agenda of the meeting taking matter into consideration. As per the action plan the college governance implements actively throughout the academic year to fulfill the vision and mission of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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 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	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

perspective and

Strategic plan in long term:

1. Extension of college building by adding new classroom, library building with reading hall.
2. To organize more webinar, workshop and special lectures.
3. To introduce add on course and computer based course such as PGDCA and DCA.I.
4. To conduct more extension and outreach program through NSS.
5. To increase the use of ICT among faculty and students.
6. Webinars were conducted to enhance the knowledge of the students.
7. 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 whatapp 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 whatapp group. In this series we provided study material, audio-video lecture, some useful Youtube link of lecture to the students to inculcate their range of knowledge. Our faculty member properly maintained the daily and attendance register of online class.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	http://govtcollegebasna.in/newsData/Report32.pdf
Upload any additional information	No File Uploaded

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

. **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.

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

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

- The government has initiated Career Advancement Scheme for teaching staff who has higher qualification such as M.Phil and Ph.D.
- There are also government schemes for those who wish to buy or construct houses and festival advances.
- Medical leave facilities.
- There is a provision of study leave, maternity leave, paternity leave and duty leave as applicable.
- Pension / family pension scheme: for teaching and non-teaching staff.
- GIS and Gratuity: Each and every regular teaching and non-teaching staff is covered under General insurance scheme.
- Compensatory Appointment.
- Medical bill reimbursement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

0

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	No File Uploaded

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

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 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	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution has two audit system. They are internal and external audit. Internal audit committee is formulated by the Head of the institute which conducts audit of financial records as Cash-Books related to UGC, Janbhagidari, Govt. and non-government accounts along with the vouchers. A part from this the committee also audits the entries of dispatch register After the internal audit the documents are audited by chartered 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	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

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 and library and other needs of institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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.

The 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 some 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.
- Uses of ICT by students and teachers have increased.
- Webinars have been organized.
- Faculty members have participated in FDP programs.

File Description	Documents
Paste link for additional information	http://govtcollegebasna.in/newsData/Report74.pdf
Upload any additional information	View File

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

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

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:

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).

1. Upgrading Teaching - Learning Process by using ICT .

Initially our faculty members used to teach through conventional method of chalk and blackboard. But before some year they are using green board and projector for difficult lessons, specially for science stream. The students from science stream felt difficulties during the topic they come across like animated diagram, and chemical reaction through chalk - board method, therefore an ICT room was established to make teaching - learning process easy. In the pandemic time our teaching staffs are conducting online class through Google meet and Webex.

File Description	Documents
Paste link for additional information	http://govtcollegebasna.in/newsData/Report74.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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 year

- **Safety and security :-** The college is committed to provide 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 suspicious 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	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

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.

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.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

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 last 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 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 .

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

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 , Constitution day was celebrated in our college. 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 sensitizing 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 programmes are organized to literat the students and the people of nearly villages.

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	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

<p>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. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</p>	<p>A. All of the above</p>
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File Description	Documents
Code of ethics policy document	View File
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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

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	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

(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

- Admission to History course is declining in general due to the lack of awareness among the students. There is a need to attract students to this art course.

1. Title of the Best Practice - Composting Objectives of practice

Composting is an aerobic method of decomposing organic solid and liquid 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.

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 belong to farmer family. This process will help them in practicing their own land.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

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 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 nearby 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 as mentioned below:

Year

Male

Female

2020-21

471

672

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

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Plan of action for the next academic year

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