



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVT. COLLEGE GHARGHODA

BEHIND PETROL PUMP, DHARAMJAIGARH ROAD, GHARGHODA

496111

www.govtcollegegharghoda.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

(Draft)

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Govt. College, Gharghoda is situated in Raigarh district of Chhattisgarh state and it comes under tribal belt. Established in August, 2008 the college is previously affiliated to Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur, Chhattisgarh and now it is affiliated to Shaheed Nandkumar Patel University, Raigarh, Chhattisgarh.

The whole campus is spread over 4.023 hectares. The institute has sufficient number of classrooms, well-equipped laboratories, girls and boys common room, YRC room, a seminar hall with projector, and a library with reading room. There are 12 classrooms with proper seating arrangement, appropriate furniture, proper lighting, and good ventilation. The college has five laboratories with sufficient number of instruments and apparatus. There are four computer systems in the college and Wi-Fi facility is given for academic purpose.

There are nine permanent teachers working in the college at present. Among them three are Ph. D. degree holders and rest of them are post-graduates in their respective subjects. There are four non-teaching staff in the institution that includes one lab-technician, one clerk, and two peons.

The college offers affordable fee-structure to the students of tribal area with extra concession to girls and students of reserved category as per the government rules. The college follows the academic calendar and the curriculum designed by the university. An active plan is formulated by the institution to ensure timely implementation of the academic calendar.

The college has an IQAC which is constituted by Principal, senior teachers of the college and reputed members from outside. Different committees and cells like Janbhagidari Samiti, Cultural Activity Committee, Discipline Committee, Anti-ragging Committee, Grievance Redressal Cell, ST/SC Cell, OBC Cell etc. are formed by the Principal for smooth functioning of the college. The committees play major role in academic and administrative decision-making under the direction of the Principal.

The college provides a platform to the students and teachers to create a harmonious teaching-learning environment. The college promotes student-centric strategies for active learning. The college is committed for advancement and awareness of women's education that is its distinctiveness. 'Providing specimen copies of books to needy students' and 'No Fuel Day' are the two best practices of the institution.

Vision

The college has the following Vision:

“To equip the students with excellent knowledge, positive attitude and valuable life-skills, so that they can recognize their full potential and contribute to the betterment of society and nation.”

Mission

The college has the following Mission:

- To provide quality education at low cost to the students of tribal area.
- To provide education to all sections of society with equal opportunity to each gender.
- To inspire and prepare the students to compete at state and national level platforms of sports, arts and academics.
- To promote the faculty members for advanced research and teaching methods.
- To transform the youth by inculcating the Indian heritage and moral values of life.

The motto of the college is inspired by Sanskrit quotation “*Gyanam Param Dhyeyam*” meaning - “The utmost aim of Life is Knowledge,” which is inscribed in the college monogram.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strength:

- Only co-education govt. college in Gharghoda.
- Affordable for students of tribal area.
- Running UG courses like BA/BSc./B.com.
- Transparent admission process.
- Number of girl students is more than the boys.
- Providing state govt. scholarship to almost 80% students.
- All-round development of students by exposing them to various curricular, co-curricular and extra-curricular activities.
- No case of ragging.
- Sufficient classrooms with proper electrification and water facilities.
- Amiable work environment.

Institutional Weakness

Institutional Weakness:

- Least funding for infrastructure from Govt.
- Maximum students are first generation learners.
- Higher proportion of students with poor economic background.
- Lack of canteen and hostel facility.
- Shortage of vocational courses.
- An in-sufficient ratio between students and teachers.
- Non-availability of computer for all students.
- Lack of collaboration with industries.
- Lack of spacious and sufficient laboratory equipment's.

Institutional Opportunity

Institutional Opportunities:

- Introduction of more UG, PG, and skill-based courses to ensure greater student progression.
- Purchase of more computers.
- More emphasis on solar energy resources and use of LED appliances.
- Automation of admission and exam system.
- Motivation of faculty members to avail more research projects/grants.
- Improving collaboration with industries.

Institutional Challenge**Institutional Challenges:**

- Digitization of library and making the whole process of lending and returning of books computerized.
- Updating laboratories with advanced technology.
- Improving student-attendance in class rooms.
- Improving English language and communication skills among the students.
- Procuring more computers to improve student-computer-ratio.
- To establish Virtual learning and Virtual Lab.

1.3 CRITERIA WISE SUMMARY**Curricular Aspects**

Established in August, 2008 the college is previously affiliated to Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur, Chhattisgarh and now it is affiliated to Shaheed Nandkumar Patel University, Raigarh, Chhattisgarh. The institution offers three undergraduate programmes viz, B. A., B. Sc., and B. Com. The college follows the academic calendar and the curriculum designed by the university. An active plan is formulated by the institution to ensure timely implementation of the academic calendar.

The teaching staff is encouraged to attend orientation programmes, refresher courses, induction programmes, symposiums, workshops, conferences to update their knowledge. Internal Quality Assurance Cell (IQAC) timely evaluates the progress regarding attendance registers, internal examination, preparation of internal question papers, scheduling of other programs and events.

The Internal Assessment Test system is implemented in the college. The test is conducted on the scheduled dates provided in the academic calendar. The question papers are prepared by respective subject teachers to assess the learning ability of the students. The question papers are based on prescribed syllabus and the needed Course Outcome. The institution follows the dates and slot-duration provided by the university for the conduct of internal, practical and term-end examinations.

The cultural activity of the college is scheduled as per academic calendar. The objective behind conducting cultural activities is to encourage student's interest and participation in the co-curricular activities that help in their over-all development. This also helps in developing team spirit and sense of responsibility in the students.

As per the guidelines of Shaheed Nandkumar Patel University, academic flexibility is offered to the students. The students can offer different subjects of their own choice for their graduation degree. Keeping in tune with the latest trends in higher education, the affiliating university of the college has included the cross-cutting issues related to Gender, Environment and Human Rights, Professional Ethics and Sustainability in the Curriculum. They are taught in the form of papers and guide the students on these core issues.

The institution obtains feedback on the syllabus and its transaction from the students, teachers and alumni. The feedback is collected, analysed and action is taken and feedback is available on the college website.

Teaching-learning and Evaluation

The institution is constantly working for the enhancement of teaching learning and evaluation process. The sanctioned number of seats for various programs is increased in due course of time. It is 320 in number from the session 2017-18 till date. The average enrolled percentage during last five years in the college is 80.95%. The average percentage of seats filled against seats reserved for various categories like ST, SC, OBC, Divyangjan, etc. as per reservation policy during the last five years is 72.35%.

The institution assesses the learning levels of students by conducting different types of tests and competitions. Though the advanced and slow learners are recognized on the basis of their percentage right at the time of admissions, yet the college takes special care to identify the advanced learners and slow learners by taking Unit Tests, Class Tests, and Internal Exam. The mentors identify such students, who are slow in learning or whose grasping power is not up to the mark to pay more attention to them. The Personality Development Classes, Spoken English classes and career guidance classes are also arranged. Academic and personal counselling is also provided to the students.

The College is well-known for its continuous teaching and learning schedule. Constant efforts are made to make it student centric. The key methodologies used are lecture method, interactive method, demonstrative method and problem-solving method. Classroom lectures are complemented with discussion, question-answer session, and regular oral and written tests. Practical works enhance participative learning skills of the students. Most of the teachers use ICT enabled tools like computer, laptop, smart phones to enhance teaching-learning process. Some of the e-learning resources include video-lectures, you tube links, e-books etc. Student-Full time teacher ratio for the latest completed academic year (2020-21) is 138:1. Similarly, the ratio of students to mentors is also 138:1. Average percentage of full time teachers against sanctioned posts during last five years is 52.72%

The college has a website on which programmes offered are uploaded. In every academic session, the college publishes a prospectus which contains information about admission process, fee structure and programs and courses offered by the college.

Research, Innovations and Extension

Government College, Gharghoda is an Undergraduate college so it is not a centre for active research. None of the departments are having research projects, so there is no grant received from Government and non-governmental agencies for research projects. Though college is planning to make a research committee in near future, so that faculty members and students are encouraged to take research projects and get inspired to write research articles.

Three workshops are conducted by the institution during the last five years. Few papers are published by faculty members in the research journals. Some of the papers are presented in National Conferences.

The college is not registered under NSS/NCC/Red cross/YRC till the session 2020-21, therefore no extension and outreach programs are conducted under these units. But, some extension activities are carried out by the Eco club and IQAC of the institution.

There are no collaborations/linkages of the institution for faculty exchange, student exchange, internship, field trip, on-the-job training, research etc. No MoUs are there with national and international institutions, universities, industries, corporate houses etc. In coming sessions, the institution will plan to make collaborations with industries and other institutions.

Infrastructure and Learning Resources

The college is established in the year 2008. The whole campus is spread over 4.023 hectares. The institute has sufficient number of classrooms, well-equipped laboratories, girls and boys common room, YRC room, a seminar hall with projector, and a library with reading room. There are 12 classrooms with proper seating arrangement, appropriate furniture, proper lighting, and good ventilation. The classrooms have black and green chalkboard. The college has five laboratories with sufficient number of instruments and apparatus in physics, chemistry, botany, zoology and geography. There are four computer systems in the college and Wi-Fi facility is given for academic purpose. The student-computer ratio in the session 2020-21 is 688:1. The bandwidth of internet connection in the institution is greater than 50 MBPS.

Cultural activities like songs, dances, skits, dramas are conducted in open court yard (361 sq. m.) in building premises. Similarly, the same courtyard is used for badminton, volleyball, kabbadi, kho-kho, and skipping. Indoor games like carom, and chess are conducted in sports room, while the athletics are performed in open ground at front side of the college. Academic activities like essay competition, debates and quiz are conducted in classrooms. Rangoli, mehndi, poster exhibitions are organized in 2 m wide corridor available in college premises. Yoga is performed occasionally in the courtyard.

Student Support and Progression

A large number of students are benefitted by scholarships and freeships provided by the Government. The college takes special care to see that no genuine student is deprived of getting scholarship. The institution takes initiatives for Capacity building skills enhancement that include Soft skills, Language and communication skills, Life skills like Yoga, and ICT/Computing skills. The institution maintains a transparent mechanism for timely redressal of student grievances. Many graduate students from the college are gone for Higher Education.

In Government College, Gharghoda there is an active Student Council and representation of students in various academic and administrative bodies/committees of the institution. The student Council is formed every year after the notification released from the Government of Chhattisgarh. The office-bearers are elected viz. President, Vice-President, Secretary, Joint-Secretary and students' representatives from different classes.

The sports and cultural activities / competitions are held in the institution every year. The students take part in these activities with full enthusiasm. Some such activities are: Rangoli, Mehndi, Card-making, Flower-decoration, Culinary skills, and sports like Race, Chair-race, etc.

In Govt. College, Gharghoda the Alumni Association came into existence in the year 2020. The college staff decided to provide free membership to the ex-students in order to motivate them for active participation in the association. The Alumni Association has started functioning, but the college is not yet registered. It will get registered as early as possible. The alumnae contribute to policymaking by their representation in academic committees such as IQAC, Janbhagidari Samiti, etc. At present, no monetary contribution is made by the alumni to the college.

Governance, Leadership and Management

The supreme authority of the college is Department of Higher Education, Government of Chhattisgarh. So, the college is managed under the rules and regulations/ instructions given by the government. The Principal is the representative of Department of Higher Education to look into the proper functioning of the college. The governance of the institution is done in such a way that it fosters the Vision and Mission of the college.

The Principal encourages the participation of the staff and students in the process of decision-making in institutional functioning. The Principal constitutes different committees that play an important role in planning and implementation of various activities. The Internal Quality Assurance Cell (IQAC) takes the initiative for the improvement of the academic atmosphere and monitors the efforts taken by the departments and committees for effective teaching-learning. The 'Janbhagidari samiti' of the college also plays an important role in the development of the institution.

The institution has effective welfare measures for teaching and non-teaching staff. Some of them are Casual leave, Optional Leave, Medical leave, Earn leave, Duty leave, Maternity and Paternity leave, and Child Care Leave as per government rules. Loan facility, Health facility, medical reimbursement is also provided.

The faculty members of the institution are encouraged to take part in professional Development Courses like Orientation, Refresher, and FDP's. Every year Performance Appraisal forms are filled by reporting officer for all teaching and non-teaching staff. Self-assessment on PBAS (Performance Base Appraisal System) and API earned in that session gradually added for academic growth and also required for promotion.

The two practices institutionalized as a result of IQAC initiatives are – Providing Specimen Copies of books to needy students and Collecting Feedback from stakeholders. Innovations are made to enhance the teaching-learning process that includes online teaching, you tube lectures, revision of syllabus, result-analysis, etc.

Institutional Values and Best Practices

Govt. College, Gharghoda is concerned for institutionalizing values and best practices in the college. Institution shows gender sensitivity in providing facilities such as CCTV cameras for safety and security, personal counselling, girls common room, etc. and also organises workshops for students' awareness on topics like legal rights.

Use of LED bulbs is preferred in the institution for energy conservation measures. Under the solid waste management, dust-bins are placed inside all the classrooms and in other rooms. On daily basis the garbage is collected from all the departments, classrooms and common places. The liquid waste of the institution is channelized into Municipal Corporation Sewage System. To make the campus green and clean almost all the required initiatives are taken. Some of them are restricted entry of automobiles, use of bicycles, and ban on the

use of plastics.

The college provides a platform to the students and teachers to create a harmonious environment and no discrimination is made on the basis of cultural, regional, linguistic, communal, or socio-economic diversities. To promote goodwill among students, various sports and cultural activities are organized in the college.

The institution conducts various programmes related to the constitutional obligations: values, rights, legal rights, fundamental duties and responsibilities of the citizens especially for the students and the staff. The code of conduct is displayed on the college website and Discipline Committee monitors the adherence to the Code of Conduct.

The institution celebrates national and international commemorative days and festivals like Independence Day, Republic Day, International Yoga Day, World Environment Day, etc. It also organises events on such days.

The college is committed for advancement and awareness of women's education in tribal area of Gharghoda and that is its institutional distinctiveness. The college offers affordable fee-structure to the students with extra concession to girls and students of reserved category as per the government rules. 'Providing specimen copies of books to needy students' and 'No Fuel Day' are the two best practices of the institution.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. COLLEGE GHARGHODA
Address	Behind Petrol Pump, Dharamjaigarh Road, Gharghoda
City	Raigarh
State	Chhattisgarh
Pin	496111
Website	www.govtcollegegharghoda.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Y. K. Chandra	0091-9617915868	9826990228	-	pgncg2009@yahoo.com
IQAC / CIQA coordinator	Renu Kujur	-	7354426482	-	kujur.renu45@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	25-08-2008

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

State	University name	Document
Chhattisgarh	Shaheed Nandkumar Patel Vishwavidyalaya	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	31-08-2021	View Document
12B of UGC		

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

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

Details of autonomy

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Behind Petrol Pump, Dharamjaigarh Road, Gharghoda	Semi-urban	10.385	1664

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Arts	36	XII	English + Hindi	420	370
UG	BSc,Science	36	XII	English + Hindi	390	269
UG	BCom,Commerce	36	XII	English + Hindi	150	49

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				11			
Recruited	0	0	0	0	0	0	0	0	7	2	0	9
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				9
Recruited	4	0	0	4
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

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

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		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	283	0	0	0	283
	Female	405	0	0	0	405
	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	36	39	34	25
	Female	37	33	32	28
	Others	0	0	0	0
ST	Male	107	98	94	91
	Female	175	156	144	154
	Others	0	0	0	0
OBC	Male	100	96	80	73
	Female	148	147	119	131
	Others	0	0	0	0
General	Male	21	20	17	6
	Female	12	11	18	15
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		636	600	538	523

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>A multidisciplinary curriculum is one in which the same topic is studied from the viewpoint of more than one discipline. The institution is prepared for offering multidisciplinary curriculum to its students. The provision of multidisciplinary education enables the knowledge of the diverse perspectives based on different disciplines. The institution believes that no education system should deprive learners of holistic mental development associated with broad-based exposure to multiple disciplinary ways of thinking. A liberal education enables learners to develop both sides of the brain - creative/artistic and analytic - which can make learning a joyful experience. The inclusion of study of new technology and scientific</p>
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	<p>inventions, new insights into history and other social sciences, new perspectives of literature and humanities is the need of the day. And NEP 2020 certainly provides the knowledge of these subjects. The present day students are baffled by pandemics, climate change, and disruptive technologies such as AI (artificial intelligence). They need a liberal education that provides a combination of transferable and uniquely human skills, enabling them to adapt to challenging work environments.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>The institution heartily welcomes the system of Academic Bank of Credits as it facilitates students to choose their own learning path to attain a degree/diploma/certificate course working on the principle of multiple entry-multiple exits anytime, anywhere and at any level of learning. ABC is a virtual storehouse that contains information on credits earned by individual students throughout their academic journey. Academic Bank of Credits will digitally store the academic credits earned by students from higher education institutions registered with ABC, for awarding degrees/diplomas/certificates considering credits earned by students. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities.</p>
<p>3. Skill development:</p>	<p>There is a need for skill based education in the changing world like present times. The role of education is to be redesigned and restructured. For keeping pace with the societal expectations and maintenance of desired quality in performance, Higher Education Institutions have to act as a potent agent of change. A big skill gap is noticeable between the industrial demands and students graduating from colleges. So far as higher education is concerned, youth pursuing technical or professional courses get employment sooner or later, but those who pass with humanities have to wait for a long time. There is a need to bridge this skill gap to empower our youth for a promising future. Youngsters, despite their highly acclaimed degrees and diplomas are virtually underemployed or unemployed. There is a need to encourage creative thinking and use of innovative practices in teaching learning process to enhance the skill efficiency of the youth. Skill based education advocates creative and multidisciplinary curriculum that includes humanities, sports and fitness,</p>

	<p>languages, culture, arts and crafts, in addition to science and mathematics. It recognizes soft skills such as communication, cooperation, teamwork, leadership, empathy and resilience, as 'life skills'. The institution will incorporate this approach to help students develop academic expertise with vital leadership.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>The institution is prepared to include the study of Indian Knowledge system in its curriculum. The rich heritage of ancient and eternal Indian knowledge and thought has been a guiding light in its inclusion. This will help to inculcate among the learners a deep-rooted pride in being Indian, not only in thought, but also in spirit, intellect, and deeds. It will develop knowledge, skills, and values in the learners and also sensitize them for the awareness of human rights, sustainable development, and global well-being. This will certainly make them worthy citizens of India.</p>
5. Focus on Outcome based education (OBE):	<p>Outcome-based education (OBE) is an educational theory that formulates each part of an educational system around goals or outcomes. The institution will ensure that at the end of educational experience, each student should have achieved the goal. There is no single specified style of teaching or assessment in OBE; instead, classes, opportunities, and assessments should all help students to achieve the specified outcomes. The role of the faculty adapts into instructor, trainer, facilitator, and/or mentor based on the outcomes targeted. OBE can primarily be distinguished from traditional education method by the way it incorporates three elements: theory of education, a systematic structure for education, and a specific approach to instructional practice.</p>
6. Distance education/online education:	<p>Distance learning, also called distance education, e-learning, and online learning, form of education in which the main elements include physical separation of teachers and students during instruction and the use of various technologies to facilitate student-teacher and student-student communication. Distance learning traditionally has focused on non-traditional students, such as full-time workers, military personnel, and non-residents or individuals in remote regions who are unable to attend classroom lectures. In India, an increasing number of universities provide distance learning opportunities. If given opportunity, the institution will integrate distance education with</p>

well-designed programs in its teaching learning process. It can also bridge intellectual, cultural, and social differences between students.

NAAC

Extended Profile

1 Program

1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
105	105	105	105	90
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

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

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
688	636	600	538	523
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

2020-21	2019-20	2018-19	2017-18	2016-17
630	630	630	630	513

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
208	205	148	110	136

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

2020-21	2019-20	2018-19	2017-18	2016-17
5	6	6	6	6

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

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

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 13

4.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
3.77	1.85	0.94	6.17	3.75

4.3

Number of Computers

Response: 4

4.4

Total number of computers in the campus for academic purpose

Response: 1

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The college is established in August, 2008. It is previously affiliated to Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur, Chhattisgarh and now affiliated to Shaheed Nandkumar Patel University, Raigarh, Chhattisgarh. It is an undergraduate college that offers programmes of B. A., B. Sc., and B. Com. It follows the curriculum provided by the university. The academic calendar of the university is followed by the institution. An active plan is formulated by the institution to ensure timely implementation of the academic calendar. After strategizing the best methods, faculty members of various departments prepare plans for effective delivery of the curriculum that guarantee its successful implementation. The preparation of such a plan helps in proper distribution of syllabus, clarity of curriculum and timely completion of course. The individual teaching plans of every subject are prepared by the respective teachers along with the calendar. The teacher submits the syllabus completed in class every month to keep a timely check and to ensure implementation of planning. Along with this, the respective teacher prepares course material and class notes in order to be fully prepared for teaching.

Continuous evaluation is maintained throughout the year by conducting surprise tests and class tests after completion of every unit. It helps to understand the level of learning in students and to make particular plans for advanced and slow learners. Teachers take extra classes and tutorials to enhance the level of understanding in slow learners. Transparency and impartiality are maintained in the evaluation process. Evaluated answer copies are returned to the students with suggestions to improve wherever necessary. The college follows outcome-based education.

The staff is timely encouraged to attend orientation programmes, refresher courses, induction programmes, symposiums, workshops, conferences to update their knowledge. Internal Quality Assurance Cell (IQAC) timely evaluates the progress regarding attendance registers, internal examination, preparation of internal question papers, scheduling of other programs and events. It keeps an eye whether these things are conducted properly or not. Through these methods of planning and implementation, effective delivery of the curriculum is ensured.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

Response:

The institution adheres to the academic calendar of Shaheed Nandkumar Patel Vishwavidyalaya for conducting following activities:

INTERNAL ASSESSMENT

The Internal Assessment Test system is implemented in the college. The test is conducted on the scheduled dates provided in the academic calendar. The question papers are prepared by respective subject teachers to assess the learning ability of the students. The question papers are based on prescribed syllabus and the needed Course Outcome. The test is organized by allocating rooms and invigilation duties to the faculty members. The students are properly monitored by the invigilators to prevent the use of unfair means during the test hours. The answer sheets are collected and given to the relevant subject teachers for correction. The faculty members were instructed to correct the answer sheets within two weeks after the internal assessment. The marks obtained by the students are timely entered in the Shaheed Nand kumar Patel Vishwavidyalaya web portal. The average 10 percentage of the internal assessment marks is taken as the internal score of each student.

CULTURAL ACTIVITY

The cultural activity of the college is scheduled as per academic calendar. The objective behind conducting cultural activities is to encourage student's interest and participation in the co-curricular activities that help in their over-all development. This also helps in developing team spirit and sense of responsibility in the students. They get a full chance to give vent to their creativity and skills. The conduct of such social, cultural and recreational activities generates a new energy and positivity in the college community.

PRACTICAL EXAMINATION

The institution follows the dates and slot-duration provided by the university for the conduct of practical examinations. According to that schedule the institution frames the time table for their respective departments on all the laboratory courses. The students are informed previously by displaying the time table on the notice board as well as by social media. Accordingly, the examinations are conducted in the presence of an internal and an external examiner appointed by the university. The examinations are held in three sessions: a practical session, a writing session and a viva-voce session. The marks obtained are kept confidential and entered on the University web portal. The hard copies of the marks and the attendance of the students are also sent to the University through the exam-cell of the institution.

TERM END EXAMINATION

The institution adheres to the schedule provided by the affiliating University for the conduct of Term End Examinations. The examinations are conducted in surveillance of Centre Superintendent, Superintendents and Asst. Superintendents in three shifts. The number of invigilators is in proportion to the number of students (1:20) and they are instructed to do strict invigilation so that the students are not be able to use any unfair means to clear the examinations. The question papers are set and sent by the affiliating university and they are opened by the Superintendent in presence of witnesses before half an hour of the commencement of exam. The answer books of the students are collected, duly packed and sent to the University for correction. The results are declared by the university.

In session 2020-21, online exams are conducted as per the guidelines given by the university.

File Description	Document
Upload Additional information	View Document
Link for 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
Any additional information	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: 100

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

Response: 3

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

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.**

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

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**

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

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:**

The department of Higher Education is committed for sustainable development, so the major themes of cross cutting issues are given prominence. Keeping in tune with the latest trends in higher education, the affiliating university of the college has included the cross-cutting issues related to Gender, Environment and Human Rights, Professional Ethics and Sustainability in the Curriculum. A number of subjects in the faculty of Arts, Commerce, and Science address these issues in a comprehensive manner. They are taught in the form of papers and guide the students on these core issues. The cross-cutting themes that are incorporated in the syllabus of the college are as follows:

Environment and Sustainability:

Environmental Science and Human Rights perfectly integrates topics like Renewable and non-renewable resources, Ecosystem, Biodiversity and its conservation, Environmental pollution and its management, Sustainable development, Environmental ethics and Environment Protection Act.

Economics deals with topics like Environmental disruption as an allocation problem, Valuation of environmental damages, and Sustainable development. Likewise, **Political Science** also includes a chapter on Environmentalism.

Geography deals with the study of Man-Environment relationship and environmental issues such as Global Warming, Climate Change, Deforestation, Desertification, Air, Water, and Soil Pollution. It also gives a detailed study of natural resources that includes soil, forest, water and mineral resources and talks about their conservation.

The syllabus of final year **Botany** includes the study of pollution, Green House Gases, Ozone depletion, Bio-diversity and concept of sustainable development.

The syllabus of final year **Zoology** includes the topics like Ecology, Air and water pollution, Environmental Biology and conservation of natural resources.

FC English Language for First Year includes a short poem “Tree” which inspires to protect the environment for future generations.

The curriculum of **English Literature** includes poetry of Wordsworth, Shelley, Keats, Toru Dutt, Walt Whitman, Robert Frost and other such poets that takes the readers closer to nature and explains the significance of therapeutic role it plays in their lives. It also inspires them for environment rehabilitation and protection.

Human Values:

Environmental Science and Human Rights also incorporates the study of Human Rights, convention on the elimination of all forms of discrimination against women, Fundamental rights and duties, Directive Principles of State Policy, and Enforcement of Human Rights in India.

The curriculum of **Political Science** includes topics on Human Rights, SC/ST Acts, Fundamental rights and duties, Gandhian theory of Truth, Non-violence, Satyagraha.

In **FC English Language** for First Year, the chapter on Fundamental Duties is included. The chapter on Ramayana and Mahabharata teaches the importance of human values and ethics in day-to-day life. The short story “Death of a Clerk” and play “Maharana Pratap” instill human values in Final Year students.

The plays of Shakespeare, G. B. Shaw, J. M. Synge, Girish Karnad and novels of Charles Dickens, Jane Austen, R. K. Narayan instill human values in readers of **English Literature**.

Gender:

Theory of demographic transition, Population, poverty and environment, are the topics that are taught in **Economics**.

The syllabus of **FC English Language** for Final Year covers the topics like Women and Development, New Economic Policy that discloses the gender issues and sustainable development policies to the students.

The poetry of Kamala Das, Gauri Deshpande, Emily Dickinson and other women writers in **English Literature** bring about the women's point of view that helps in understanding the gender issues.

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
Any additional information	View Document

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

Response: 3.94

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

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

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

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

Response: 52.33

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

Response: 360

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

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

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	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
URL for stakeholder feedback report	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	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 64.7

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

2020-21	2019-20	2018-19	2017-18	2016-17
688	636	600	538	523

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
960	960	960	960	780

File Description	Document
Institutional data in prescribed format	View Document
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: 76.62

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

2020-21	2019-20	2018-19	2017-18	2016-17
523	492	461	439	406

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:

The institution assesses the learning levels of students by conducting different types of tests and competitions. Though the advanced and slow learners are recognized on the basis of their percentage right at the time of admissions, yet some introductory classes are taken by the class teachers or mentors to find out the advanced and slow learners by taking general tests on grammar, G. K. and other current issues. As most of the students belong to the economically weak tribal area, they are basically not proficient in many subjects. Thus, the college takes special care to identify the advanced learners and slow learners by taking continuous internal examinations like Unit Test, Class Test, and Half-Yearly test. The mentors identify such students, who are slow in learning or whose grasping power is not up to the mark to pay more attention to them. They take extra classes of such students to improve their learning tactics and competitive skills. The Personality Development Classes, Spoken English classes and career guidance classes are also arranged.

Efforts taken for the betterment of Slow and Advanced students are:

1. **Academic Counselling:** The counselling session equip them with the code of conduct, curriculum structure, attendance requirement, and evaluation pattern followed in the college. The faculty members provide adequate guidance to students at the time of admission to choose among different subject-groups as per the availability of seats, preferences of subjects and their percentage in the previous qualifying examinations. The teachers also guide them about the course-outcome and role of a particular subject in different competitive examinations and its scope in selection of jobs.
2. **Personal Counselling:** The students who seek personal counselling are also attended to by the college staff. This helps them to adjust comfortably in the college atmosphere and make them free from all worries and stresses.
3. **Personality Development Classes:** Such classes are conducted regularly to boost up the confidence level of the students so that they can learn to face the challenges of life.
4. **Spoken English Classes:** Spoken English classes are being arranged from time to time to make the students fluent in speaking the language.
5. **Career Guidance:** Career guidance is provided to all the students by different faculty members. This helps them to set their goals and choose a better career option in future.
6. **Tutorials:** Tutorials for slow learners are carried out for better understanding of concepts that helps them to keep pace with the advanced learners.
7. **Mentoring:** The advanced and slow learners are encouraged by their mentors to take active part in sports, academics and co-curricular activities. The advanced learners are elected as class representatives and they act as a bridge between teachers and other students.
8. **Syllabus-Revision and Doubt-Clearing Classes:** Syllabus-revision is done by all the faculty members and sometimes extra classes are also taken to clear their doubts. This assists to raise their confidence level and prepares them to face the exams with more confidence.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

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

Response: 138:1

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:

The College is well-known for continuous teaching and learning schedule. Constant efforts are made to make it student centric. The key methodologies used are lecture method, interactive method, demonstrative method and problem-solving method. Lecture method is predominantly followed in all the programs. In the beginning of the session, the students are advised to attend the classes regularly as their attendance counts. The lectures in the classes are followed by interaction with the students where they can raise their queries regarding the topic. The queries are attended by the respective teachers. This interaction helps the teacher to know the problems of the students and also to plan the upcoming teaching schedule. The students are given home assignments based on the topics discussed which helps to analyse their potential. They are provided study material and books to enhance their knowledge. Apart from this, tutorials are also organized for the benefit of the slow learners. Doubt-clearing classes are also organized for students.

The experimental learning and demonstrative method is mainly followed in science subjects and in subjects like Geography. In the laboratory, the students acquire first-hand experience which helps them to clarify the concepts and have a better understanding of the theoretical aspects. Teaching through demonstration creates interest among students and motivate them for further study. The teachers also use audio-visual aids to make learning easier for the students. The students of Geography and Botany are taken to on-spot study of the field. They prepare project work based on their study. The students of Geography also visit places of geographical importance as a part of learning and prepare project file based on these visits. Students also prepare charts and posters based on the topics discussed in the class.

Group Discussion, Field Work, Assignments, and Debates are some participatory learning methods adopted by the faculty members. Group Discussion involves exchange of ideas that evokes creative thinking among them. Field work and Assignments help in the formulation of knowledge, incorporation of facts and also become a part of active learning for the students. Students are given topics to prepare debates under the guidance of teachers. They are also encouraged to take part in various competitions like essay-writing, slogan-writing, quiz, and impromptu speech that increases their confidence level. The participation of students in various cultural, sports. and co-curricular activities helps to enhance their over-all

performance and also develops team-spirit in them.

The learner centric methodology is adopted to facilitate effective learning. Classroom lectures are complemented with discussion, question-answer session, and regular oral and written tests. In science classes, practical works are done by the students that enhance their participative learning skills. Continuous assessment of student performances is done by the means of tests conducted throughout the year.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

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

Response:

Information and communication technology is highly useful for teachers as well as students. Most of the teachers use ICT enabled tools like computer, laptop, smart phones along with traditional teaching to enhance teaching-learning process. Some of the e-learning resources include video-lectures, you tube links, e-books etc. that helps the teachers to teach more effectively. Interacting with ICT allows the students to engage actively in the learning process and improve their knowledge. ICT makes teaching easier and interesting for the students. Online printed study materials are provided to students by the teachers. Class wise students' WhatsApp groups have been created by the teachers to give information about all kinds of notices of the college. Online classes have been conducted successfully by the faculty members. The college encourages the teachers to attend workshops, seminars, faculty development programmes related to ICT.

The faculty members of the institution use various ICT enabled tools to enhance their quality of teaching:

- The PPTs with animation are used to improve the effectiveness of the teaching-learning process.
- Google Classroom, Google Meet, Teach-mint applications are used to manage online classes during the Covid-19 pandemic times.
- Various chat groups are created for effective e-communication between the administration, faculty and the students.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

academic year)

Response: 138:1

2.3.3.1 Number of mentors

Response: 5

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: 52.73

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document
Any additional information	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: 52

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

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

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:** 10**2.4.3.1 Total experience of full-time teachers**

Response: 50

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

There is a transparent and strong evaluation process in terms of frequency and mode of examinations. The performance of students is constantly evaluated through different tests, internal exams, practical exams, and final exams. Assignments and projects are also allotted to the students and they are given marks on the basis of their performance. The college follows the academic calendar of the university to conduct various tests throughout the year. The rules and regulations are laid down by the university. The students are informed about dates of exams before one week. They are guided by the respective subject teachers about syllabus, time-limit, word-limit, marks-division, writing pattern and other details of the exams. Subject teachers prepare question papers for class tests, practical exams, and internal exams. Changes in schedules of internal exams or any of the tests are notified to the students through notice board or announced in classroom by the subject teacher.

Answer copies of class tests are shown to the students in the class-room and they are guided to improve their performance. If students have any doubts related to their answers or marks, then it is resolved immediately. The evaluated answer books of internal exams are not shown to the students as the marks given are confidential and will be added in the final mark sheet of the student. Though the teachers tell the common mistakes that are made by the students so that they can develop an understanding to write properly in the main exams.

Thus, there is complete transparency in internal assessment.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

The college tries to resolve all the grievances related to internal assessment of the students. If students are dissatisfied with the marks secured by them in tests and competitions, then they can discuss it with faculty members and go for rechecking or reevaluation. If any student gives genuine reason for not being able to sit in internal exam on the scheduled time table, the college arranges another dates for them to give exams. Evaluated answer books of Internal exams are not revealed to the students as the marks given are confidential and will be added in the final mark sheet of the student. To avoid grievances, the college displays notice on the notice-board regarding time table of the examination. Students are duly informed if there are any changes in examination schedule. Grievance Redressal Cell is also there in the college for redressing the grievances of students.

In case of any kind of grievances related to Main Examination and Supplementary Examination, the college corresponds with the exam controller of the affiliating university for its resolution and also gives proper guidance to the students.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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.

Response:

The programmes offered by the college are displayed on college website. In every academic session, the college publishes a prospectus which contains information about admission process, fee structure and programs and courses offered by the college. The college is following the syllabus of Shaheed Nandkumar Patel University, Raigarh which is available in its website also.

In the beginning of the session, teachers of all departments explain program and course outcomes to the students in the classroom. The program and course outcomes of various programs are also displayed on college website. Students seek help from the teachers of different streams to comprehend the POs and COs. This helps them in selecting elective papers of the particular subject. The learning outcomes of the programmes is conveyed in Induction programme organized by the institution. To have a better understanding of POs and Cos, the faculty members discuss these in the meetings of IQAC.

The program outcomes of the college are as follows:

B.A./B. Sc./B. Com.

◦ **Foundation Course –**

Hindi Language: To develop the national, cultural, and social spirit; unity and integrity in the students; to increase their level of understanding the Hindi Language and Grammar.

English Language: To enable the students in enhancing their reading, writing, and speaking skills of the language; to make students learn vocabulary, comprehension, and grammar so that they will be able to make use of English language in day-to-day life.

- **Environmental Studies and Human Resources:** To make students aware of the environmental issues and enlighten them about rules and laws regarding Human Rights.

B. A.

- **Hindi Literature:** To give a better understanding of various genres of Hindi and Chhattisgarhi Literature.
- **English Literature:** To provide learning of various genres of English, Indo-Anglian, and American Literature viz. poetry, prose, drama, and fiction. It incorporates a study of prominent writers and their works.
- **Political Science:** To develop an understanding of politics in India and the world. It gives a vast knowledge of different political theories, Indian government, democracy, fundamental rights and duties, election process, political parties, panchayati raj, constitution and the related topics. It also explains the political relations of our country with other nations of the world.
- **Geography:** To make students learn different aspects of Physical and Human Geography, Economic and Research Geography, and Geography of India.
- **Economics:** To explain the core economic terms, concepts and theories. It enhances the ability of students in learning the topics like money and finance, statistics, inflation, Indian economy, etc.

B. Com.

- **Commerce:** To provide knowledge about Industries, Banking, Insurance, Finance, Tax system, Accounting, Business Economics, Business Mathematics, Business Regulatory Framework, Business Statistics, etc.

B. Sc.

- **Botany:** To provide the ability to identify and classify the major groups of plants and compare their characteristics.
- **Zoology:** To understand the fundamentals of animal science, the complex interactions among various living organisms, cell biology, genetics, etc.
- **Chemistry:** To make understand the chemical behaviour and physical properties of common substances and to describe the characteristics of solid, liquid and gases.
- **Physics:** To know about basic laws of gravitational force, electromagnetic wave theory, interference, reflection, refraction, polarization etc.; to analyse and solve the numeric problems

related to basic concept of physics.

- **Mathematics:** To make students learn different problems of Algebra, Trigonometry, Calculus, Geometry, and Discrete Mathematics.

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:

The college offers undergraduate courses under the faculty of Arts, Science, and Commerce. For running these programs and courses the college follows the academic calendar and rules regulations of Shaheed Nandkumar Patel Vishwavidyalaya, Raigarh. The institution evaluates the attainment of POs and COs in following ways:

1. Students Progression: Programme Outcomes and Course Outcomes are evaluated by the students' progression to higher classes as well as to various job opportunities. Many students of Govt. College, Gharghoda are taken admission in higher classes through entrance exams that proves that programme outcomes and course outcomes are attained.
2. Strength of the students: Every year many students apply for admission against sanctioned seats of UG programmes. The strength of the students is gradually increasing.
3. Feedback system: The college takes feedback of the students, alumni and teachers that gives an opportunity to improve the shortcomings of the teaching learning process.
4. Proficient Faculty: The faculty members are encouraged to update their subject knowledge by participating in faculty development programs, seminars, workshops, short term courses, refresher courses, etc.
5. Competitions: Programme outcomes related to global competencies e.g. communication skills, computer literacy, team spirit, social commitment, values and ethics are attained through various co-curricular activities, career counselling, Personality Development Programs, and various collegiate and SVEEP competitions. The sportive skills and sportsman spirit are inculcated among the students through sports competitions organized in the college playground.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years**Response:** 89.4**2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
205	197	140	80	108

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

2020-21	2019-20	2018-19	2017-18	2016-17
205	200	141	111	140

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Upload database of all 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)

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

File Description

Institutional data in prescribed format

Document

[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

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

3.1.2.2 Number of departments offering academic programmes

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

File Description

Institutional data in prescribed format

Document

[View Document](#)

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 3**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

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

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	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:** 0.52**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

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

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

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

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

File Description	Document
Institutional data in prescribed format	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:**

The college conducts the following extension activities in the neighbourhood community to sensitize students to social issues that helps in their holistic development.

- Awareness for green and clean environment.
- Awareness for making plastic free environment.
- Human Chain for Voter's Awareness.
- Awareness about Covid-19 pandemic protocols through paintings and slogans.

Session	Extension Activity	No. of Participants
2018-19	Awareness for women's education	17
2019-20	Cleanliness Drive	13
2020-21	Cleaning of water bodies	19

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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.

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

File Description	Document
Institutional data in prescribed format	View Document

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: 0

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

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

File Description	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: 0

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

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

File Description	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: 0

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

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

File Description

Document

Institutional data in prescribed format

[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

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

The college is established in the year 2008. The whole campus is spread over 4.023 hectares. The institute has sufficient number of classrooms, well-equipped laboratories, girls and boys common room, YRC room, a seminar hall with projector, and a library with reading room. There are 12 classrooms with proper seating arrangement, appropriate furniture, proper lighting, and good ventilation. The classrooms have black and green chalkboard. However, the number of students is increasing every year, therefore further expansion is needed. The college has five laboratories with sufficient number of instruments and apparatus in physics, chemistry, botany, zoology and geography. There are four computer systems in the college and Wi-Fi facility is given for academic purpose.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Cultural activities like songs, dances, skits, dramas are conducted in open courtyard (361 sq. m.) in building premises. Similarly, the same courtyard is used for badminton, volleyball, kabbadi, kho-kho, and skipping. Indoor games like carom, and chess are conducted in sports room, while the athletics are performed in open ground at front side of the college. Academic activities like essay competition, debates and quiz are conducted in classrooms. Rangoli, mehndi, poster exhibitions are organized in 2 m wide corridor available in college premises. Yoga is performed occasionally in the courtyard.

There is a seminar hall (99.18 sq. m.) in college with the seating capacity of 120. Varoius academic and cultural activities are organized in this hall.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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:** 100**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 13

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

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**Response:** 49.07**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1.46946	0.72450	0.37900	2.38802	3.30706

File Description	Document
Upload audited utilization statements	View Document
Upload any additional information	View 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:**

The library of Government College, Gharghoda is not fully automated and it doesn't use any integrated

library management system (ILMS). Though facility of computer with Wi-Fi connectivity is provided in the library for accessing e-books. There is a wide collection of books, reference books, e-books, previous years' question papers, etc. in the library. The total number of books available in the library are 3168. The reading room is also provided in the library. There is no post for librarian and book-lifter in the college, so the institution is striving hard to make it fully functional.

File Description	Document
Upload any additional information	View Document
Paste link for 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: E. None 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: 0.85

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.22	0.72	0.38	1.62	0.31

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
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: 0.87

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

Response: 6

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

There is broadband connection of more than 50 mbps capacity in the institution. This connection is provided by Airtel. In the college campus, two routers are installed and the campus is Wi-Fi enabled. The students and teachers can avail the facility of Wi-Fi for teaching-learning, research and administrative purpose. There are four computers in the college with scanning and printing facilities. Each computer is enabled with WINDOWS 10 - Operating Software, MS Office 2019, and Quick Heal Antivirus Pro. One computer is provided in the library for students and staff members to avail Wi-Fi facilities for academic purpose. Photocopying facility is also made available. CCTV surveillance cameras are there for monitoring the entire campus. These facilities of the institution are regularly maintained and the institution ensures that the benefit of these facilities is available to all the students enrolled.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 688:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View 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: 50.58

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

2020-21	2019-20	2018-19	2017-18	2016-17
2.30283	1.12325	0.56564	3.64839	0.44184

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	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:

Staff Council committee is constituted for the maintenance of infrastructure facilities and equipment. There is Purchase Committee which takes care of all the purchase activities related to academic, support and other facilities. The maintenance of physical facilities is done by PWD of the state government. The maintenance of other support facilities like laboratory, library, computers, classrooms etc. is done by the institution through various mode of expenses.

There is a library in-charge who takes care of library related activities. Every year after examination books stock is checked and endorsed by the committee. Worn off books are written off every year after the recommendation of Write Off Committee.

Sports in-charge is there to guide the Sports activities. Keeping sports-ground in good shape is always a challenge, especially after the rainy season. Sports in-charge, fourth-grade employees, and students volunteer themselves to maintain the ground. A stock register is maintained for Sports and physical verification is done yearly.

Different committees/Clubs are constituted to look after the maintenance of Green and clean campus, furniture, internet and Wi-Fi facility, CCTV cameras, Parking zone, etc. PWD of state government and Janbhagidari Samiti looks after the maintenance of building.

Lab technician and faculty members maintain labs in general, any fault in the instruments is repaired. Students also participate in cleaning and maintenance activities of labs. Every year stocks are physically verified by the committee formed by the Principal.

There is a seminar hall with projector in the college. This facility enables high-tech teaching, where faculty members may save their lectures, diagrams, and formulas written on the smartboard and may use it for another class. Online Study Material is made available to the students in this class, thus it makes teaching effective and learning interesting. The lecture can be repeated on students' demand. Faculties now frequently use computer-aided teaching material.

Internet facility connects the college to the entire world. The institution encourages the staff to attend workshops and training programmes on the computer-aided teaching. A workshop is also conducted for the staff members on the Use of ICT tools in teaching learning process.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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: 74.36

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)

2020-21	2019-20	2018-19	2017-18	2016-17
540	491	452	385	362

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	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)

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

File Description	Document
Institutional data in prescribed format	View Document

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

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

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	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: 4.78

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	125

File Description	Document
Institutional data in prescribed format	View Document
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
Upload any additional information	View 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: 0.85				
5.2.1.1 Number of outgoing students placed year - wise during the last five years.				
2020-21	2019-20	2018-19	2017-18	2016-17
0	5	0	2	0
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: 48.08				
5.2.2.1 Number of outgoing student progressing to higher education.				
Response: 100				
File Description	Document			
Upload supporting data for student/alumni	View Document			
Institutional data in prescribed format	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				
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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

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

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

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

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) year-wise during the last five years.

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

File Description	Document
Institutional data in prescribed format	View Document

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)

Response:

There is an active Student Council in the institution and students are given representation in various academic and administrative bodies/committees. The student Council is formed every year after the notification released from the Government of Chhattisgarh. All the responsibility of the formation of Students Union is borne by a student union committee with a senior professor who is in-charge of it. The committee follows the guidelines given by the Government of Chhattisgarh and monitors the entire process of Student Union formation. The office-bearers are elected viz. President, Vice-President, Secretary, Joint-Secretary and students' representatives from different classes. The college Student Union committee encourages students to take part in academic, sports and other extracurricular activities of the college. It also helps them to resolve their queries related to admissions and examinations. It presents the best example of teamwork, helpfulness and mutual understanding.

Oath taking ceremony is the first function of the Students Union. Elected members take an oath to maintain the dignity of the office and to function in the best interest of the students as well as the college. Annual cultural and sports competitions are the important events of college where student union performs actively to showcase the talents of the students. On the Annual function day, distinguished guests are invited and the students present various cultural activities like song, dance, drama, mimicry, etc. Students who have secured highest marks in the previous class and winners of the sports and cultural competitions are felicitated in the prize distribution ceremony held on the same day.

The students are actively engaged in two clubs – Eco Club and Science Club. They are guided by the teacher in-charge to work for the betterment of the college. These clubs give platform to the students to nurture their skill and prepare themselves for future.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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: 9.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
01	13	10	13	09

File Description	Document
Report of the event	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:

The Alumni Association came into existence in the year 2020 in the college. It is decided to provide free membership to the ex-students in order to motivate them for active participation in the association. The Alumni Association is started functioning, but it is not yet registered. It will get registered as early as possible. Though the alumnae association is not a registered body, a formal meeting is arranged every year. Many alumnae are members of various committees and contribute to shaping the policies and overall development of the college. The alumnae contribute to policymaking by their representation in academic committees such as IQAC, Janbhagidari Samiti, etc.

The main source of attraction for ex-students to remain connected with the college is their healthy relations with the staff members. Many alumnae have shown their talent in different fields like social work, politics, govt. and private services etc. and brought pride to the college. Some of the alumnae are skilled in their respective fields. The institution will make efforts to arrange for alumni-lectures in near future.

At present, no monetary contribution is made by the alumni to the college. But it is noteworthy that they are willing to share their valuable experience and expertise with the students of the college. Hopefully the Association would play a significant role to uplift the over-all quality of the college. Alumni visit the institute as per their convenience throughout the year. They come to take guidance for further education, selection of jobs or preparation for competitive exam. They are invited at the time of annual function of the college.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The supreme authority of the college is Department of Higher Education, Government of Chhattisgarh. So, the college is managed under the rules and regulations/ instructions given by the government. The Principal is the representative of Department of Higher Education to look into the proper functioning of the college. The governance of the institution is done in such a way that it fosters the Vision and Mission of the college. The college has the following Vision and Mission.

VISION:

“To equip the students with excellent knowledge, positive attitude and valuable life-skills, so that they can recognize their full potential and contribute to the betterment of society and nation.”

MISSION:

- To provide quality education at low cost to the students of tribal area.
- To provide education to all sections of society with equal opportunity to each gender.
- To inspire and prepare the students to compete at state and national level platforms of sports, arts and academics.
- To promote the faculty members for advanced research and teaching methods.
- To transform the youth by inculcating the Indian heritage and moral values of life.

Sr. No.	Vision and Mission	Works done for the achievement of Vision and Mission
1.	To provide excellent knowledge	Arrangement of good books in library, Teachers are inspired orientation and refresher courses, Daily lesson-plans are made, modern tools are used for teaching-learning, etc.
2.	To impart valuable life-skills	Various life-skill programmes are conducted.
3.	To give quality education at low cost	Affordable fee-structure is offered to the students.
4.	To inspire students for sports, arts and academic activities	Diverse competitions are held to inspire students for these activities
5.	To improve academic and physical facilities of the college	Number of seats and courses are increased, Letter is written for appointment of regular teachers, Upgradation of library and lab resources, Seminar hall is upgraded with projector, Wi-Fi facility is provided in the campus.
6.	To transform the youth by inculcating the Indian heritage and moral values	Many cultural and academic activities are organized, Commemorative Days and National Festivals are celebrated.

The entire academic staff of the college, under the effective leadership of the Principal, works for the realization of this Vision and Mission. The motto of the college is inspired by Sanskrit quotation “*Gyanam Param Dhyeyam*” meaning - “The utmost aim of Life is Knowledge,” which is inscribed in the college monogram. The teachers always try to provide the quality education in the best possible way. Apart from the academic education they instill their students with the values of national integrity and social

commitment. The students are trained to have positive attitude and mental maturity so that they can perform their role ably and become the acceptable members of society.

The college offers affordable fee-structure to the students of tribal area with extra concession to girls and students of reserved category as per the government rules. The IQAC is constituted by Principal, senior teachers of the college and reputed members from outside. Different committees like Cultural Activity Committee, Discipline Committee, Anti-ragging Committee etc. are formed by the Principal for smooth functioning of the college. The committees play major role in academic and administrative decision-making under the direction of the Principal.

File Description	Document
Upload any additional information	View 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:

The Principal encourages the participation of the staff and students in the process of decision-making in institutional functioning. The Principal constitutes different committees that play an important role in planning and implementation of various activities. Admission committee is responsible for transparency in admissions. Discipline committee guides the students to behave properly in college premises. Internal Exam cell takes the responsibility of conducting fair examinations and also helps the students regarding their queries related to examinations. Cultural Activities Committee arranges all cultural programmes on different occasions and also takes charge of observing all important days like 'Sadbhavna Diwas', 'Hindi Diwas', Constitution Day, Human Rights Day in the college.

The Internal Quality Assurance Cell (IQAC) takes the initiative for the improvement of the academic atmosphere and monitors the efforts taken by the departments and committees for effective teaching-learning. Informations available from student-feedback-forms, grievance Redressal cell, and personal interaction of Principal with students and parents help the college administration to design appropriate policies. The corrective measures are taken on the basis of analysis done on different issues. The 'Janbhagidari samiti' of the college also plays an important role in the development of the institution.

The college promotes a culture of participative management in which faculty members, staff and students are encouraged to contribute their ideas and views on institutional objectives and other decisions that may directly affect them. The college has a staff council with Principal as the chairman, senior teacher as Secretary and others as members. The council meets and discusses issues pertaining to effective management of the academic as well as administrative matters. However, operational autonomy is provided to the individual departments. The departments decide on the workload, lecture schedule, field trips, educational tours, books to be purchased for the library, and procurement of departmental items.

The decentralization and participative management in the institution can be comprehended during the conduction of cultural activities. The Student Council makes the proposal for annual function to the Principal. The Principal puts the proposal before staff council and they decide a date according to academic calendar. The Principal gives the charge to different staff members to conduct various cultural and sports activities. The staff members prepare the students for performing in programmes like drama, dance, singing, and sports events too. The winners are awarded prizes and certificates at the completion of annual function. The active participation of members of staff council, members of students' union, in-charges of different cultural and sports activities can be visualized in the entire procedure. They work in perfect synchronization to make the event successful.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Every institute needs a well-defined strategic planning for development and growth. Strategic planning is an organization's process of defining its strategy and making decisions on allocating its resources to pursue this strategy.

The strategic plan of making approach road to the college is made and it is successfully implemented in the session 2020-21. The institution is situated 200 m. away from Gharghoda-Dharamjaigarh main road. The approach road that is built at the time of construction of the college-building is not a cemented road. So, the stakeholders face a lot of difficulty in reaching the college. This problem is placed in the meeting of IQAC committee and a proposal is made by IQAC on 7th Dec. 2018 for making an approach road. As a result, a letter is written to Nagar Panchayat, Gharghoda making a request to build a cement-concrete approach road from Gharghoda-Dharamjaigarh main road to the institution. A quick initiative is taken by the officials of Nagar Panchayat, Gharghoda and an approach road is constructed. The stakeholders are highly benefitted by this work done by the college-staff and Nagar Panchayat, Gharghoda.

Medium Term Strategic Plan to be implemented in the coming session –

- To develop infrastructure as per requirement.
- To make maximum use of current facilities and make arrangement for well-furnished laboratories.
- To enable each classroom with ICT facility.
- To build Cycle-stand and Shade for fee-counter.

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	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:

Description of ORGANOGRAM of Govt. College, Gharghoda

The Governing body is Ministry of Higher Education, Chhattisgarh Government. The Commissioner of Governing body is Secretary to government of Chhattisgarh, Higher Education department. Principal is the overall head of the institution and is assisted by staff council comprised of convenor and other staff members.

Staff Council, IQAC, and Purchase Committee are formed as per the guidelines for effective functioning of the institution. These bodies also support the development through planning and execution, review of performance and policy-making. The Staff Council approves the policy matters recommended by the IQAC and faculty members of different departments. The Principal guides the College in academic progress, admission, and administrative matters. He is the Chairman of the Staff Council, IQAC, Anti-ragging Cell, and Disciplinary Cell. Purchasing committee follows the rules of state govt. to make purchases that are done either through quotations /open quotations / CSIDC to place order. Staff Council gives approval for all the purchases.

The members of Staff Council and IQAC help the Principal in overall administration which involves the systematic implementation of academic calendar. Principal allocates work among teachers, and reviews Teacher's Diary at the end of every month. Class teachers / Mentors are assigned for each class to ensure personal care, attention, guidance, counselling, evaluation and assessment of each student in the class. The IQAC and Internal Exam Cell monitors the examination and evaluation process.

The staff council and faculty members play an important role in executing the curricular, co-curricular and extra-curricular programmes. IQAC maintains records of all the events and activities of the college. It also makes result-analysis and gives suggestions for improvement. IQAC organizes frequent meetings for teaching and non-teaching staff. In these meetings Principal interacts with staff in a cordial environment which motivates the employees to work efficiently and maintain discipline.

The recruitment procedure, promotional policies and service rules are as per the rules of Higher Education Department, Govt. of Chhattisgarh. Procedure of recruitment for post of Asst. Professor is through Chhattisgarh PSC advertisement and for the post of Lab Technician, Lab Attendant is through Rajya Karmachari Chayan Aayog. Service rules are followed as per the guidelines of UGC and as directed in 'CG civil services rules'.

At the time of the establishment of institution in 2008, nineteen posts are sanctioned by the Govt. of Chhattisgarh. Two more posts are increased in the year 2015 and 2018 respectively. The details are given

as follows:

Sr. No.	Designation	Post Sanctioned	Year
1.	Principal	1	2008
2.	Asst. Professor	10	2008
3.	Asst. Grade 1	1	2008
4.	Asst. Grade 2	1	2008
5.	Asst. Grade 3	1	2008
6.	Lab Technician	3	2008
7.	Peon	2	2008
8.	Lab Attendant	1	2015
9.	Asst. Prof.	1	2018
	Total	21	

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

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: A. All 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:**

To keep up the moral of the employees high, the college adopts several welfare measures. The welfare measures for teaching and non-teaching staff are as per government rules and are as follows:

Teaching staff-

- Special leave for attending conferences/ workshop/ training program and for conducting of practical examination.
- Casual leave, Optional Leave, Medical leave, Earn leave as per Government rules
- Duty leaves for performing government work
- Advance facility
- Medical reimbursement
- Maternity and Paternity leave for faculty
- Annual increment
- GPF Part Final
- Group insurance facility
- Health facility
- Loan facility
- Childcare leave

Non-teaching staff-

- Medical reimbursement
- Festival advance
- Provided uniform
- Group insurance
- Casual leave, Optional Leave, Medical leave, Earn leave and Duty leave as per government rules
- Maternity and Paternity leave
- Health facilities
- Annual increment
- Loan facility
- Child care leave

Sr. No.	Welfare schemes	Percentage of Staff availed the benefit
1.	An insurance policy GIS for staff members; premium is automatically deducted from their salary	100%
2.	Earn Leave	26.66%
3.	Special leave for attending seminars, workshops, professional training programmes	6.66%
4.	Paternity Leave	2.22%

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

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

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

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

Response: 0.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
02	0	0	0	0

File Description	Document
Upload any additional information	View 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: 22****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	1	2	0	0

File Description	Document
Upload any additional information	View Document
IQAC report summary	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:**

Our college works under the instruction of Higher Education Department, Government of Chhattisgarh. Every year **Performance Appraisal** forms are filled by reporting officer for all teaching and non-teaching staff. Following are the main areas of evaluation of performance of teaching staff –

- 1.Number of working days.
- 2.Number of classes taken.
- 3.Number of students.
- 4.Number of Courses being taught.
- 5.Leave records.
- 6.Number of books read.
- 7.Number of books/papers published in reputed journal.
- 8.Number of committees they worked in administration.
- 9.Number of seminars/conferences/workshops attended/ organized.
- 10.Number of exams conducted/types of exam duty.
- 11.Quality of work performed.
- 12.Result-analysis of the classes taught.

API scores are given on the basis of aforesaid points. The average of last session and current session's scores is considered for the current session's API (Academic Performance Indicator). This API based proforma is assessed by the principal and sent to the Higher Education Department.

The college collects feedback from students at the end of every academic year for improvement and

implementation.

Self-assessment on PBAS (Performance Based Appraisal System) and API earned in that session is gradually added for academic growth & is also required for promotion. Non-teaching staff's appraisal is based on their regularity, punctuality and leaves taken. These are required for promotion also.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The College conducts internal financial audits regularly. It has a well-framed accounting and auditing system evolved over the years of experience. The accounts are maintained by the Accounts Section. The internal auditing committee monitors the expenses and checks the cash book throughout the year. Account section maintains Receipts & Payments, Cash Books, Ledger Books, Cheque Issue Register, DFC (Daily Fees Collection), Voucher and Bills. The same is documented via a specialized team of accountants in the college. The student tuition fees account, university fees account, special fees account along with the General Non-Salary (GNS) accounts, Janbhagidari accounts are audited as per the government rules and by a chartered accountant. For UGC GRANT, RUSA GRANT the same procedure is being followed. This financial audit process is very important because any financial discrepancy observed in audit is taken very seriously and affects the pension fixation procedure of the head of the institution. Thus, extra efforts are put by the Principal to keep cash books of every head complete and correct.

File Description	Document
Upload any additional information	View Document

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)

2020-21	2019-20	2018-19	2017-18	2016-17
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 mobilisation of funds and the optimal utilization of resources is done by the institution in following ways:

Government Fund:

1. Salary component: Government pays the salary of the college staff. Govt. of Chhattisgarh also gives an order every year to appoint the teachers against vacant posts at the beginning of the session on fixed wages.
2. Furniture: Government provides funds for official and non-official furniture.
3. Equipments: Funds are provided for upgradation of laboratories and ICT facilities.
4. Books: Government provides funds for purchasing books for the students of SC/ST and General category.
5. Stationery: Government provides funds for purchasing stationery for the office as well as for the students of SC/ST category.
6. Electricity Bill: Government provides funds for the payment of electricity bill.
7. Telephone Bill: Government provides funds for the payment of telephone bill and maintenance.

Non-Government Fund:

1. Amalgamated fund: Fees collected from students as the amalgamated fund is utilized in various student-centric activities like Sports activities, annual gathering, books, newspapers, etc. Prizes and certificates are given to students who perform well in cultural, sports and other academic activities as an appreciation of their achievement. Fees is taken from each student for the welfare of poor students. College spends part of student fees for providing good campus and basic amenities such as drinking water, garden, health check-up, etc. A person is appointed for the maintenance of college campus.
2. Janbhagidari Fund: Fees collected under Janbhagidari Fund is utilized in the maintenance of infrastructure like lab, library, and security measures in college, etc.

RUSA:

Sufficient funds are budgeted for effective teaching-learning practices such as organizing workshops and seminars. In 2013-14 a new scheme RUSA “Rashtriya Uchchatar Shiksha Abhiyan” has been launched by Govt. of India to enhance the quality of higher education. The funds under the RUSA scheme has been utilized for conducting workshops in the College.

Role of DDO: The main role of DDO is to give approval for the payment of salary to the staff. It plays an important role in pay-fixation, budget proposal, control over expenditure and withdrawal of money and disbursement. It also performs the duty of maintaining service books and confidential reports of staff members.

Role of Purchase Committee: The main role of purchase committee is to recommend the most appropriate supplier or service provider based on price, quality, and stock availability. The quotations are requested from various suppliers and the members of the committee recommend the best quotation after analyzing all the quotations provided by the office.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

The two practices institutionalized as a result of IQAC initiatives are as follows:

- 1. Providing Specimen Copies of books to needy students:** The institution has started the Best Practice of issuing specimen copies of books to needy students from the session 2019-20. The students who get scholarships are considered first to allot books. They are provided with the books in the beginning of the session and are asked to submit them after completion of main examinations. If any student doesn't return books on time, he/she is asked to do so before taking mark-sheets from the college. The books are again issued to needy students in next session.
- 2. No Fuel Day:** In order to enhance the awareness about environmental protection and to actively involve the students for the same, the IQAC/Eco Club along with the Principal and staff of the college decided to go for No fuel day once in a week. The objective behind implementing this practice is to create awareness about global warming caused by fossil fuel burn and its impact on Indian economy.

The other major contributions of IQAC for quality enhancement in this institution are as follows:

- A proposal is made by IQAC for the upgradation of Seminar hall with projector and Wi-Fi facility.
- IQAC takes initiatives for making books available in the library according to the new syllabus.
- With initiation of IQAC a **Career Guidance and placement cell** is formed which is planning to organize guidance classes for competitive exams in near future.
- On request of the students, **Proposal for new PG Course** in Economics and Zoology is submitted to CG Department of Higher Education.

- To impart **Computer Literacy**, IQAC organizes interactive workshops for the students. The faculty members also share many learning videos through WhatsApp groups and motivate the students to utilize internet facility and become digitally literate.
- Purchase of sports-equipment and lab-equipment, furniture, name-plates, almira is planned and implemented by IQAC for **Expansion of available Infrastructure**. Procurement of CCTV cameras for security and surveillance and refrigerator for storing chemical reagents are on next priority-list of the institution.
- Workshop on **Meditation and Yoga** is initiated to encourage healthy lifestyle. This not only helps in improving concentration of students but also in stress-management.

File Description	Document
Upload any additional information	View 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:

Incremental improvement in academic area during last five years-

Upgradation of teaching and evaluation methods:

In last five years, innovations are made to enhance the teaching-learning process that includes online teaching, revision of syllabus, result-analysis, etc. To increase the employability, the institution arranges coaching for competitive exams.

A. Transparency in conducting Internal exams: Internal exams are so organized as to prepare the students for final exams. Therefore, modification in the question paper pattern of internal exams is introduced for comprehensive evaluation and assessment of students. Multiple-choice questions test knowledge, short-answer type questions test skill of writing answers briskly whereas essay-type questions test the thinking and analytical process. The answer-sheets of the students are valued properly and they are told common mistakes made by them. Result-analysis is done by IQAC to evaluate the performance of the students. It is also helpful in differentiating advanced learners and slow learners. In addition to this, field-visits, experiments and projects are planned for experiential learning.

B. Result Analysis: IQAC ensures a regular result analysis of internal and main exams each year which helps in identifying the areas where students' performance is less than satisfactory. The faculty members give extra inputs like sharing notes & informative videos to enhance their performance. They also give guidance on how to write answers in exams.

C. Feedback from stakeholders: A strong feedback mechanism has been developed by IQAC for improving overall performance of the college. Collection and Analysis of Feed Back is done since 2015-16. Feedback collection from teachers is started from the session 2016-17 and from alumni is started from 2018-19. Their support and feedback is duly utilized for procuring quality education. The feedback taken is analysed and necessary actions are performed with the support of Principal and teaching staff for the improvement of teaching-learning process.

D. New methodology for improving teaching-learning: In this regard, quality-consciousness is spread by IQAC. Many new teaching processes are adopted by faculty members to ensure learning outcomes. Some of them are as follows-

1. Power-point presentations are used to deliver lectures and course-content effectively by the faculty members.
2. They are encouraged to add videos and hyperlinks etc. for more effective presentation.
3. Concept of flipped class-room is introduced where a topic is declared beforehand. Students discuss and present it in the class-room, and role of a teacher is as a facilitator who provides necessary feedback.
4. Teaching by senior students is done where final year students select a topic of their choice and teach it in I and II year classes. Learning by teaching is known to be the most effective method of learning.
5. Use of online platforms is enhanced in recent years. You-tube videos related to different subjects are shared in WhatsApp groups. Social media is used for sharing course content and smart phones are used as teaching tools.
6. Field work by students is encouraged for experimental learning.
7. Interdisciplinary lectures are organized regularly to keep students aware of the latest development in various subjects.
8. The learning is made student centric by teaching them in both English and Hindi languages using teaching-aids like black-board, charts, etc.
9. Apart from theory classes, the students of science faculty and Geography have regular practical classes in laboratory.
10. The library infrastructure is increased during last five years.
11. The faculty members design proposed teaching plan for every month and ensure teaching accordingly so that the courses can be completed in scheduled time.
12. The teachers' diaries and attendance records are reviewed by the Principal before 5th of each month.
13. Every effort is made by the college administration to ensure zero-tolerance in campus on issues like gender-sensitivity, ragging and indiscipline.
14. IQAC plans and organizes co-curricular and extracurricular activities in afternoon session (preferably after 2 o'clock), so that it would not affect studies.
15. The College is committed to provide a safe and holistic environment to the students, so that they can have great educational experience.

File Description	Document
Upload any additional information	View 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 initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 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:

Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security: The Principal has made a committee for monitoring the campus. The teaching faculty in free periods take a round of the college premises to ensure that everything is right. CCTV Cameras are installed in various locations of the institution and continuous monitoring is done through the office of the Principal. Every year a letter is sent to the nearest police station for providing police protection during examination time.
2. Counselling: The female students are informed about the working of Women's grievance redressal cell at the beginning of every session and also about kind of help/support they can get from the cell at the time of need. The female students are given counselling by their mentors also.
3. Common Room: There is a separate common room for girls in the institution. Sanitary Napkins are also made available for female students in the Red Cross Unit.
4. Every year a workshop is organised by IQAC on legal rights of women. Senior advocates and civil judges are invited to inform the students regarding their legal rights. They are told about the procedures of registering complaints to the police, how to file FIR, POCSO Act, etc. Various competitions like essay writing, speech competition and extempore on legal rights and human rights are organised by the institution. The institution also organises lectures on health issues.

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
Annual gender sensitization action plan	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	View Document
Any other relevant information	View Document

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

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

Response:

Solid Waste Management:

1. The written answer-books from the Internal Examination Cell and write-off books of the library are sold to the scrap dealers. Fund is also generated through this way which is used to buy needful items for the institution.
2. The dust-bins are placed inside all the classrooms and in other rooms. On daily basis the garbage is collected from all the departments, classrooms and common places. It is dumped at one place and collected by the Municipal Corporation.
3. Manure pit is made beside the college building, It is used to dump dry leaves and other solid degradable waste material that converts into manure in due course of time. This manure is used to provide nutrition and growth to plants of the college garden.
4. The institution believes in preservation of its resources. Thus, the damaged furniture and almirah are not disposed-of but is reused through repair.

Liquid Waste Management:

1. The science laboratories are functional in the campus. A soak pit is attached to each laboratory. The liquid waste of the laboratories is directed to those soak pits.
2. The liquid waste of the institution is channelized into Municipal Corporation Sewage System.

Other Waste Management:

To make the campus green and clean almost all the required initiatives are taken. Plans are also on board to manage the other kinds of degradable and non-degradable wastes and improve the campus environment by making it free from these completely.

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: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

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: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

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: D.1 of the above

File Description	Document
Certificates of the awards received	View Document
Any other relevant information	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
Any other relevant information	View Document

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:

The college provides a platform to the students and teachers to create a harmonious environment and no discrimination is made on the basis of cultural, regional, linguistic, communal, or socio-economic diversities. The students and teachers from different linguistic and communal background as well as from different socio-economic background are part of this institution. Though most of the students and teachers are from this state itself yet some of the teachers and students belong to other states of India. The students from distinct religious backgrounds are also studying. This offers a diversified group in the college and the college takes care of protecting the rights of each group.

Induction programme is organized for the newly admitted students in the beginning of the session so that the linguistic, communal and other diversities will be properly taken care of. The farewell party is organized for the Final Year students in the last month of the academic session. Various programmes are organized on days of national and cultural importance to promote communal harmony. Chief among them are the celebration of Independence Day, Republic Day, Sadbhavna Diwas, Gandhi Jayanti, Swami Vivekanand Jayanti, Guru- Purnima, Basant-Panchami, etc. The birth anniversaries of eminent personalities, national festivals, cultural and sports activities are celebrated with much enthusiasm that helps in creating an inclusive environment.

To promote goodwill among students, various sports and cultural activities are organized in the college. Annual function is organized under cultural activities in which students give their participation in the genres of song, folk-dance, speech, drama, etc. This certainly helps in giving expression to their regional

and linguistic diversities. This also plays an important part in filling the socio-economic and other differences of the students and create a healthy atmosphere in the college.

The state government is providing scholarship schemes for students belonging to weaker sections of society and the college adheres to give benefit of these schemes to the aforesaid group of students. The scholarship-in-charge takes special care to see that no genuine candidate should be left out in receiving the benefit of these schemes.

File Description	Document
Any other relevant information.	View 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).

Response:

The institution conducts various programmes related to the constitutional obligations: values, rights, legal rights, fundamental duties and responsibilities of the citizens especially for the students and the staff. The annual programmes related to this domain of common consciousness includes the observance of Constitution Day (26th November), Human Rights Day (10th December), Matdata Diwas (25th January) and Sadbhavna Diwas (20th August). The programmes on Constitution Day generally begin with reading of the Preamble of Constitution to inculcate the feeling of reverence towards the constitution. On Human Rights Day, the students are asked to make Human-chain. On Matdata Diwas, the students and the staff take pledge for voting, and thus, learn the responsibility of making use of their right to vote. On Sadbhavna Diwas, a pledge is administered to promote national integration, communal harmony, and goodwill among people of all religions, languages and regions. Legal-aid related programmes are conducted to make students aware of their rights and duties as citizens of India. The mentioned programmes are conducted annually with the sole purpose of enlightening the students and faculty members about the importance of constitutional values and of developing the feeling of dedication towards their constitution and towards the nation as such.

File Description	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	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
Code of ethics policy document	View Document

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

Response:

The institution believes in the national unity and integrity of our country and thus, pays homage to it by celebrating the national festivals like Republic Day and Independence Day. The birth anniversary of many great personalities of India is also celebrated with fervor. Chief among these are the birth anniversary of Mahatma Gandhi and Lal Bahadur Shastri (2nd October), Dr. Sarvapalli Radhakrishnan (5th September), Pt. Jawahar Lal Nehru (14th November), Dr. B. R. Ambedkar (14th April), and Swami Vivekanand (12th January). To familiarize our students with Indian constitution, the college organizes programs on Constitution Day (26th November), Human Rights Day (10th December), and Voters Day (25th January). Apart from these, some other commemorative days are celebrated like Hindi Diwas (14th September), Shaheed Diwas (23rd March), Police Commemoration Day (21st October), International Yoga Day (21st June), Women Empowerment Day (8th March), World Environment Day (5th June), and State Foundation Day (1st Nov.). The annual function is also conducted every year (as per academic calendar) with great enthusiasm. The YRC of the institution is planning to organize events on National Volunteer Blood Donation Day (1st October), and World Red Cross Day (8th May) from the coming session.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

I Best Practice:

1. Title of the Practice:

Providing specimen copies of books to needy students

2. Objectives of the Practice:

The main objective behind this practice is to enable the students from economically weaker sections of society to study from good books available. This practice also makes them believe that they are also getting better education facilities, even though their living conditions are not so good. The institution tries to give them equal opportunity of performing well in the examinations by making good books available for them and also saves them from any kind of inferiority complex. The second objective behind this practice is to provide good books to the students who are unable to get them in small town like Gharghoda.

3. The Context:

The IQAC of the institution recognized that some students belong to economically weaker sections of society and they are not able to purchase good books. In addition to this, books from standard authors and publications are unavailable in Gharghoda town. So, the Principal and the teaching staff of the college decided to give specimen copies of books to the needy students at no cost. The students have related this problem to their mentors and so the decision has been taken for the benefit of the students by IQAC.

4. The Practice:

1. The teaching staff of the college is asked to donate their specimen copies of books to the library for needy students. They are also asked to collect books from other professors and their friends.
2. It is decided to provide the books to not only the needy students but also to the students who are unable to get good books in Gharghoda town.
3. The teaching staff of the college scrutinizes the mentor-mentee registers to find out the names of the students who need specimen copies of books.
4. A separate register is maintained to issue specimen copies of books to the needy students.
5. The students are asked to return the books at the end of the session, so that other students would get the benefit of reading them in next sessions.

The aim to the Higher Education is to provide best education facilities to the students and this practice of providing good books at no cost to students is certainly a great step in this direction.

5. Evidence of Success:

The following number of students are benefitted from this best practice:

Session	No. of Students who are given Books	
2016-17	20	
2017-18	23	
2018-19	24	
2019-20	10	
2020-21	10	

This best practice of providing books certainly helped the students to perform well in the examinations. It also helped in raising their knowledge and confidence level.

6. Problems Encountered and Resources Required:

The major problem that is faced in application of this practice is the availability of good books in great numbers. There is a need to arrange more and more books in each and every subject so that the demands of the students would be fulfilled. Another problem is to recognize the necessity of a particular student in the requirement of a book. The institution also faces problem when students don't return book in the given time.

II Best Practice:

1. Title of the Practice:

No fuel day

2. Objectives of the Practice:

The institution wishes to provide pollution free atmosphere at least once in a week. In order to enhance the awareness about environmental protection and to actively involve the students for the same, the IQAC/Eco Club along with the Principal and staff of the college decided to go for No fuel day. The idea is to minimize the use of vehicles, to encourage the use of bicycles and to promote public transportation so that the fuel is saved and less pollution is emitted. The objective behind implementing this practice is to create awareness about global warming caused by fossil fuel burn and its impact on Indian economy.

3. The Context:

As maximum number of students are from rural areas, so they come by taking a walk riding on a bicycle. Few students travel by public transport to come to the college. Some of them who come from far off places take two-wheelers as other efficient modes of commuting aren't available to reach the college. Most of the students and faculties rely on their personal bikes and vehicles that run by fuel. Gharghoda town is situated in a location surrounded by many factories and air is polluted by the gases released from these factories. Environmentalists all over the world are raising concerns over the global warming and impact of motor vehicles in emission of poisonous gases. So, the Principal and staff of the college decided to start the practice of 'No fuel day' on every Saturday in the college premises. In this way, the institution tries to play its part in environmental protection.

4. The Practice:

1. Noticing the negative impact of fossil fuel on our planet and ultimately on our health, the practice of avoiding vehicles for small distance is encouraged. This will give way to active and healthy life-style.
2. India is relying on fossil fuel imported from the gulf countries to cater the energy requirements and is spending a handsome foreign currency to purchase it. By introducing this practice, unnecessary fuel consumption can be brought down. This will not only help to reduce the air pollution but also boost our economy.
3. No fuel day would mean that both staff and students should come to their respective campuses once a week either by walking or using a bicycle or an electric vehicle or public transport.
4. The staff and the members of the Eco Club inspired the students to observe No fuel day on Saturdays and take only mass transportation for efficient usage of fuel. This will help somehow to reduce the poisonous gases exhausted in the atmosphere by the motor vehicles.
5. The students are told that they can get student-concession in bus fare, if they show their identity card.
6. The decision is taken that nobody will be compelled to follow, the practice will be entirely voluntary in nature.
7. The approach roads to the college are made pedestrian-friendly and accessible.
8. The staff of the college that generally come by following car-pool is also encouraged to use public transport on Saturdays.
9. The volunteers are appointed by the Eco Club to look after the application of this practice.

Thus, the students are encouraged not to use vehicles at least one day in a week to curb vehicular pollution and lend a helping hand in reducing the air pollution in Gharghoda.

5. Evidence of Success:

The Students and staff members of the college enthusiastically followed this practice and gave their valuable contribution in minimizing the vehicle use and controlling air pollution. Normally, around 75 two-wheelers are found in the campus on a normal working day. However, on this day the number reduced to 6. People preferred public transport. Four-wheeler users also shared their vehicles on that day. This practice certainly Students are having the feelings of self-righteousness and patriotism as they are contributing to conserve the nature and saving the government's money. They are also encouraging their friends and neighbours to use bicycle or electric bike for travelling in the town.

6. Problems Encountered and Resources Required:

The institution faced problems in convincing the students to observe No fuel day on Saturdays. Some of the students come from remote areas where no public transport is available. So, the members of Eco Club suggested them to at least share their vehicles for one day. The facility of city buses should be extended to remote villages, so that mass transportation would be possible. The awareness should be created among students and staff of the college to do their role in reducing pollution and contribute towards protection of Mother Nature.

7. Notes:

The Higher Education Department should direct all government-run higher education institutions and

universities to observe No Fuel Day once a week at their campuses. This will apply for both staff and students. The aim is to reduce the dependency on automotive vehicles to bring down pollution levels.

File Description	Document
Any other relevant information	View 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:

Advancement and awareness of women's education:

The college is determined to spread the light of education all around. The college is established in the year 2008 and it comes under tribal belt. The college is providing quality education at low cost to the students of tribal area. The college offers affordable fee-structure to the students with extra concession to girls and students of reserved category as per the government rules. The college is working hard to inspire the girls for higher education. The Principal and the faculty members of the college try to educate people about girls' education. As a result, the boys-girls' ratio in the session 2020-21 is 41:59. It is obvious that the strength of girls is more than the strength of boys in the college and this has been increasing in the last five years. The number of seats is also increased in last five years that enabled more students to take regular admissions and get better education. The students are also inspired to go for post-graduation studies. The light of education has dispelled the darkness of ignorance. The following activities are specially conducted for girls in the institution:

- Cultural Activities: Many competitions are organized for girls that gives them an opportunity to display their talent. The competitions like rangoli, mehndi, culinary art, flower decoration, best out of waste, card making etc. helps in increasing the creativity and ability of the students.
- Academic Activities: Essay writing, speech, debate, quiz, slogan writing, and poster making competitions are organized under academic activities that enable students to elevate their thinking process and recharge their learning abilities.
- Sports Activities: Along with the boys, girls also take part in various sports competitions like skipping, race, chair-race, handi-phod, etc. It not only builds character but also develops strategic thinking, leadership skills, and goal setting.
- Guidance for higher education: The College motivates the students for higher education and makes them aware of further studies. The faculty members inspire the students to go for higher studies as it ensures better employability, higher income, healthy lifestyle, and social recognition.
- Career Guidance: The college conducts workshops for career-guidance that includes guidance for competitive exams like PSC, SSC, Food Inspector, Patwari, etc. The students are encouraged to procure new technology and become efficient in computing and soft-skills.

- Providing Specimen copies of Books to Needy Students: The girl students who can't afford to purchase books are given the specimen copies of books, so that their studies would not be affected. The practice is started from the session 2016-17. Since then, the college is continuously working in this area.
- Providing Stationary: The girl students belonging to the reserved categories like scheduled castes and scheduled tribes are provided with stationary (notebook and pen) as per the government rule.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

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5. CONCLUSION

Additional Information :

The college is determined to inspire the girls for higher education. The Principal and the faculty members of the college try to educate people about girls' education. As a result, the boys-girls' ratio in the session 2020-21 is 41:59. It is obvious that the strength of girls is more than the strength of boys in the college and this has been increasing in the last five years. The number of seats is also increased in last five years that enabled more students to take regular admissions and get better education. The students are also inspired to go for post-graduation studies. The light of education has dispelled the darkness of ignorance.

Concluding Remarks :

The college is striving hard to light the lamp of knowledge in tribal area of Gharghoda and to make students competent enough to contribute in the progress of the nation.