YEARLY STATUS REPORT - 2020-2021

Part A
Data of the Institution

1.Name of the Institution	Rajiv Gandhi Government Arts and Commerce College Lormi, Dist. Mungeli {Chhattisgarh}
• Name of the Head of the institution	Dr. Nand Kumar Dhruve
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	07756296023
• Mobile no	9977262164
• Registered e-mail	rggcollegelormi@gmail.com
• Alternate e-mail	rggaacnaac2018@gmail.com
• Address	Rajiv Gandhi Govt. Arts and Commerce College Lormi, Dist. Mungeli.(CG).
• City/Town	Lormi
• State/UT	Chhattisgarh
• Pin Code	495115
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**Atal Bihari Vajpayee University Bilaspur (Chhattisgarh)**
• Name of the IQAC Coordinator	**Prof. S. K. Jangde**
• Phone No.	**07756296023**
• Alternate phone No.	**91 97558 -12211**
• Mobile	**9893868552**
• IQAC e-mail address	**rggcollegelormi@gmail.com**
• Alternate Email address	**profradhe@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

https://govtcollegelormi.in/newsData/Report10.pdf

4.Whether Academic Calendar prepared during the year?

Yes

• if yes, whether it is uploaded in the Institutional website Web link:

https://govtcollegelormi.in/newsData/Report12.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.92**	**2019**	**01/05/2019**	**30/04/2024**

6.Date of Establishment of IQAC

25/09/2018

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	**0**	**0**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

• Upload latest notification of formation of IQAC

View File

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount	https://govtcollegelormi.in/newsData/Report14.pdf	

11.Significant contributions made by IQAC during the current year (maximum five bullets)

> Formation of different working committees. > Promotion of computer education for the college faculty and students . > Organizing seminar and workshop for post graduate level students in each department of the college. > To organize social awareness programs by NSS volunteers. > Regular orientation programme for students and faculty.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. Orientation program to induce a healthy environment. 2. Student's support services for inspiration and skill development . 3. competence through science exhibition poster presentation and other academic events. 4. High exposure through seminars, lectures and symposium . 5. campaign for eco-friendly. 6. To organise seminar & workshop for empowerment and drug addiction campaign program.	As per proposal of IQAC committee we achieved the goal in the following areas. 1. orientation programme based on personality development, motivational classes , and skill development. 2. campaign for clean campus , green campus. 3. science exhibition. 4.To organised seminar /workshop for woman empowerment and drug addiction campaign

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	31/12/2021

Extended Profile

1.Programme

1.1   **20**

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

File Description	Documents
Data Template	[View File](#)

2.Student

2.1   **1219**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File]()

2.2   **772**

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

File Description	Documents
Data Template	[View File]()

2.3   **340**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]()

3.Academic

3.1   **8**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]()

3.2   **17**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**20**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1219**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**772**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**340**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**8**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	17

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	07
4.2 Total expenditure excluding salary during the year (INR in lakhs)	68.63875
4.3 Total number of computers on campus for academic purposes	8

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Rajiv Gandhi Government Arts and Commerce College is affiliated with Bilaspur University which is popularly known as Atal Bihari Vajpayee University, Bilaspur, Chhattisgarh.

1. Curriculum planning:- Principal conducts meeting with Academic Monitoring Committee (AMC) before commencement of each academic year to distribute subjects to the teachers. Class teachers and teacher guardian are assigned. Academic calendar is carefully planned in succession with academic calendar of Atal Bihari Vajpayee University. The College strictly adheres to the university curriculum. All teachers are given syllabus to help them apply the curriculum effectively. Information on various courses, pricing structures, entrance processes, and other topics are detailed in the college brochure and website, which helps to establish an effective action plan. The teachers are sent to the college for orientation and refresher courses, which are scheduled according to the academic calendar. The College hosts seminars and

workshops on local as well as national level. Different new and successful teaching-learning strategies are used by the teachers. Staff and students have access to a library with text books, reference books, journals, and newspapers. Students have also access to 31901 books, 73 peer reviewed Journals, and 5 daily magzines,as well as a research paper in the library. The institution pays special attention to students who are unable to attend class due to a variety of reasons, such as NSS camp or sports participation, in order to compensate for their absence. The principal and head of department hold an internal staff meeting to discuss and develop academic strategies for the academic year.

2. Curriculum delivery and enrichment: Various committees such as Academic Monitoring, Examination, Admission, Anti-ragging, Sports, Cultural, Library,Training Placement and Alumni Association are functioning to strengthen co-curricular and extracurricular activities. Accordingly subsequent monthly meeting. Schedule of examinations, co-curricular and extra-curricular activities are planned well in-advance. Academic calendar and time tables are displayed on notice boards and web-site to aware stakeholders. Guardian faculty members continuously interact and assess performance of mentee and provide assistance to tackle their problems encountered during learning. Slow and advanced learners are identified and special efforts are taken to strengthen them ,Personality and Soft Skill Development Program? to improve soft skills in professional and inter-personal communication, Faculties motivate the students to participate in various technical events like seminars, conferences, symposium,ruler management and social work. Human/social values and professional ethics are inculcated in students by organizing Swachh Bharat Abhiyan, blood-donation camp, awareness program, tree plantation, street play and women empowerment, health care and hygiene.

3.Feedback system: IQAC conducts mid-term review on teaching and other activities through welldesigned feedback system. Feedbacks are collected from students, parents, alumni on curriculum and quality-related process and analyzed critically by IQAC. Any lacuna or problems in activities is instantly resolved by taking required actions.A student's Feedback is effectively applied to improve curriculum planning and development. On a daily basis, all departments and teachers prepare a lesson plan and a daily notebook.

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

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

In orientation programmne student are informed about course, attendance criteria, teaching plan and examination pattern. After every examination result reports are formed and analyzed. Students are made aware about their academic performance and are counseled for their betterment. Tutorial classes are conducted for slow learners. Also improvement sessional examinations are carried out to improve their academic results. Furthermore, To improve academic performance and analytical skill of student quiz, assignment, seminar, and group discussion are part of class room teaching. In the way, the College ensure that all the stakeholders are well aware of the fact of the evaluation process is operated in the institution.The evaluation will be conducted for so nearly as stipulated by universites norms and per exm (10% weightage) the average is calculated as the final exam. Quiz competitions were organized for the students from time to time during COVID-19 and online certificates were also given to them andonline guidance was also given by the teachers to the students for competitive examinations.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation | C. Any 2 of the above

| process of the affiliating University | |

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

0

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

1.2.2 - Number of Add on /Certificate programs offered during the year

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

0

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

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

0

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

1.3 - Curriculum Enrichment

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

The College organized undergraduate and postgraduate program within the represent a rich diversity of students whose needs are shaped and addressed by the various issues. Organized special awareness programme such as.

Gender

- **Gender equality program organized for UG and PG students.**
- **Harassmnent Commitee has been constitutedin respect of womenemployees and students working in the college. if any such problem occurs then necessary solution and action is also taken for it.**

Environment

- **Environmental studies and human right compulsory Course education of undergraduate level.**
- **Tree plantation as every year and swachh campus mission on every Saturday.**
- **Precession regarding clean India Movement.**
- **NSS promotes Environmental protection through tree plantation and other sustainable developmentprograms.**
- **Every year N.S.S. units undertake a host of activities in the nearby vicinity and in the adopted villages. N.S.S. organizes various environment related programs including tree plantation, village cleanliness, cleaning of rivers, plastic free drive, poster competitionetc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability.**
- **The College has taken active participation in Swachch Bharat Summer Internship (SBSI) Abhiyan and Swachhta Pakhwada Programmes started by the government.**
- **Water conservation programmeby NSS volunteers https://www.fa**

cebook.com/846096738925646/posts/1589955514539761/

Human Rights

- Anti- ragging committee
- Voter awareness programme
- Value education workshop

Professional ethics and moral values

- Celebrate every year in this College Saraswati Pooja on Basant Panchami, Independence day, Republic day, Gandhi Jayanti, Guru Ghasidas Jayanti, National unity day also National Youth day.

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

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

05

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

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

`365`

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	`B. Any 3 of the above`

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

1.4.2 - Feedback process of the Institution may be classified as follows	`C. Feedback collected and analyzed`

File Description	Documents
Upload any additional information	View File
URL for feedback report	`Nil`

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

1219

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

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

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

1076

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The College brochure and admission committee makes a summary of the students based on the academic background, the mode of education fees, curricular and extracurricular activities of the students while taking the admission. The College identifies and responds to special educational learning needs of advanced learners with the help of various methods of evaluation like objective and one word singled answer short & long essay type answers also and test after the end of each unit chapter. Students are encouraged to take part in activities such as quiz and essay writing competition and in PG departmental seminar of their view on the subject. The slow learners are given additional learning and corresponding arrangement are made in terms of extra classes. The teachers take an extra class in helping them with additional time and personal interest. Learning and other resources like books and journals are issued to the student through the library. Skill development program and career counseling program arrange for students. Feedbacks are collected from the students and tests are conducted to find out the problems regarding the students. The advanced learner is encouraged to participate in the competition, quiz content and other activities to represent the College in

state or National level academic sports and improve their competitive spirit

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

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

Number of Students	Number of Teachers
1219	**8**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

To make learning more students centric skills are promoted and developed through the seminar, workshop, group discussion, debate, Quiz Contest, various competitions, etc. The traditional lectures method is supplemented by all the teachers. This method facilitates or teachers to interpret explain and revise the content of a tent for a better understanding of the subject by the learner use of internet, reading and writing skills. College also arranged departmental tours for learner and resource persons from different field to have interaction with the student. Individuals learning are empowered by preparation of note through book and internet. Teachers and students are also encouraged to use internet and smart mobile to keep themselves abreast of the latest development. The classes are usually interactive with the students coming up with their own view innovative ideas and viewpoints with the guidance of the teacher. Through the various clubs such as cultural club, eco-friendly club, women club. Students are given the opportunity to participate in many activities thereby promoting independent learning.

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

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

Teachers of our College are very active and very friendly users of Information Communication Technology (ICT). During Covid-19 time ICT was used regularly through various types of online applications on mobiles. They have been used frequently in their classes to make things very simple and interesting. Many types of ICT tools are used in our College like Mobiles, Computers, Spreadsheet Powerpoint Presentation through mobile, projectors etc. Information Communication Technology (ICT) tools provide high-quality tasks since they have the potential to increase students' motivation, we always try to connect students to many information sources, support active in-class and outclass learning environments, and let teachers allocate longer for facilitation. Therefore, the use of ICT tools in the teaching and learning process becomes an outstanding area of research for many teachers. These technologies increase students' motivation, self-confidence and selfworth to find out.Additionally, technology usually encourage independent and active learning, as a result, the scholars feel skillful for or her learning. Considerable number of research on the contribution of ICT in modernizing learning and attempts to include these technologies to profit in terms of quality of education, flexibility considerable its cost.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**No File Uploaded**

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

2.3.3.1 - Number of mentors

1:152

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

2.4 - Teacher Profile and Quality

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

8

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

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

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

1

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

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

2.4.3.1 - Total experience of full-time teachers

8

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

1.The College especially students and faculty are well aware of the evaluation processes as per the academic calendar provided by the higher education department and the same is displayed on the College notice board for information to students.

2.The entire process and method adopted by the institution regarding evaluation are incorporated in the admission brochure provided to the students at the time of admission.

3.The College.always keep transparency for internal Assessment.

4.The evaluation will be conducted for so nearly as stipulated by the universities norms and per exam (10% weightage) the average is calculated as the final exam.

5.The students are encouraged to use the entire search tool either from the internet or by visiting libraries to think beyond their prescribed textbook and spread the knowledge of them.

6. Everything is transparent and the final marks of internal exams are submitted to the University after checking the answer writings by the students.

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

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

In our College and Examination Cell working on examination related issues involving both internal and external examinations. Internal exams like Mid Term Exams or class tests are planned after the completion of a sufficient syllabus. Conduction of internal examination is done by the examination cell and its coordinator coordinates with HODs for internal Exam paper setting and exam evaluation. Answer writings of the internal exams are given to the students for personal assurance. Everything is transparent and the final marks of internal exams are submitted to the university after checking the answer writings by the students. Once this process is completed no further changes are entertained. All this activity is to be completed within a week as specified by the university. Any grievances relating to the internal exams are brought to the notice of the concerned teacher and get clarified. The teacher has to satisfy the student with his explanation of the evaluation. Our College is one of the spot valuation centres of the university and the answer writings are evaluated with the most care and vigilance.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The Institute has well defined learning outcomes. The vision and mission of the institution emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of globalization. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses, which includes following; Hard Copy of syllabi and course/programme Outcomes are available in the respective departments for ready reference to the teachers and students. Copy of Curriculum and Outcomes of Programs and Courses are also uploaded on the college website.

Our College is affiliated to Atal Bihari Vajpayee University, Bilaspur. We offer undergraduate as well as postgraduate programs under the Faculty of Arts (UG and PG), Commerce (UG and PG) and Science (UG). For general degree courses like B.A, B.Com & B.Sc the admission is provided on the basis of previous qualifying

examination. After getting the admissions the students made aware of courses prescribed for the degree. We have 07 subjects in B.A. and 5 subjects in Science and the commerce subjects at both UG and PG level. Program outcomes represent the knowledge, skills and attitude the students should have at the end of program and resultant of the knowledge skills student acquires at the end of course. The objectives and importance of Course outcome, Program outcome and Program specific outcomes are communicated to the teachers and students in the formal way of the discussion, seminars.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

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

The College has a systematic process of collecting and evaluating data on programme and course outcomes, for which the assessment includes the following; Assessment for the course-level is done via continuous assessment having a particular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. The evaluation is rigorous. It is done by adjoining the marks acquired by the students to their corresponding Course Outcomes. Besides, weightage for the end semester Examination (written examination /lab examination) depending upon course type is also used for the process.

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

2.6.3 - Pass percentage of Students during the year

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

340

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

https://docs.google.com/forms/d/11pZvYdbIXeJPqmTEsnuaA7FXMj_p8e39J AAQJraHP_4/edit#responses

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

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

The Ecosystem of College is hand, interactive learning that sparks the imagination and unlocks creativity. When Ecosystem is integrated into the curriculum, students are more enthusiastic and engaged in learning, which raises student achievement in core academic areas. The College has provided many opportunities to students to show their intellectual property and creativity for the betterment of nature through Plantations, gardening with the banner of NSS volunteers. College staff also promotes and supports these activities because teachers want students of this College to come forward and know the value and necessity of the environment. With the help of the ecosystem in college, we are developing leadership qualities, new creativities, team works, and national spirit in the students. The College has organized various quizzes and competitions related to the value of the environment in our daily life to boost and enhance their knowledge and Concept. The environment of the College campus is very friendly and supportive which we can easily understand and support the psychology of the

children in a very easy way. Street play performed by the students of this College to show awareness of the effect of the Pollution and their precaution through plantations and instructions was given to everyone that should grow the plants in every home. A poster Presentation competition has been organized on the topic of Saving our environment. Many students have presented their posters nicely and show their potential to become a leaders.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

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

2

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

3

File Description	Documents
URL to the research page on HEI website	https://mail.google.com/mail/u/0/#inbox/FMfcgzGmvnvzHWVvJFKsSHLnnbvJFvjz?projector=1&messagePartId=0.1
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

1

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

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

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

0

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

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

NSS organizes a residential seven day camp in nearby adopted

village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness, tree plantation, water conservation, road construction, Social interaction, Group discussion Eradication of superstition, Beti Bachao Beti Padhao, Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood donation camp, Health check up camp, Veterinary guidance, Farmers meet, Awareness about farmer's suicide etc. the various departments of the college is conscious about its responsibilities for shaping students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene, Diet awareness, Road Safety, Tree Plantation, Soil and Water Testing, Plastic eradication, No vehicle day, Jananisuraksha, Programme on female foeticide, organizing visit Orphanages and Anganbadi, Voters awareness, Blood group detection, Health check -camps, Blood donation camps, Dental checkup camp, etc. All these mentioned activities have a positive impact on the students and they developed student community relationships, leadership skills and self-confidence of students. It also helped in cultivating hidden personalities of students and created awareness among students.

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

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

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

6

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

3.4.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

27

File Description	Documents
Reports of the event organized	**No File Uploaded**
Any additional information	<u>View File</u>
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<u>View File</u>

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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

42

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	**No File Uploaded**

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

01

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

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.

Classroom: - The College has 7 classrooms of various sizes for classes,1 seminar hall, 1 girls common room, 1 sports room, 1 Office, 1 Library with reading room,1 Gym, 4 Departmental room, 3 science lab, 1 NSS room, 2 play ground and 3 playing courts . All the classrooms are well ventilated, well-equipped with a sufficient number of benches and fans. All classrooms are very well conditions. All faculties give their lectures through using laptops, provided by the College for effective teaching and learning process. Overall teaching and learning process is based on highly interactive ICT. Teaching faculties use various online resources and the College has a very speed Wi-Fi in campus.

Library: - College has very new and well furnished Library. The Library is well equipped with a common reading room facility for boys and girls and teachers. Simultaneously, there is a separate reading space for researchers. The total collection of the libraries is as follows: 31901 books, 73 peer reviewed journals, and 5 daily magzines. Departmental Libraries: - Apart from Central Library, all the departments in the college run their departmental libraries. They issue their books to their students. The students take benefit of both the libraries. The departmental libraries promote the teaching-learning process and look forward to cultivating a reading.

Laboratory:- In our College laboratories are well equipped and well managed. We have always cleaned all the laboratory equipment frequently. The laboratory is a very important part in our College life because if we have not proper laboratory equipment we can't do anything thing in the field of practical and research. Computer Lab Institute has advanced & well equipped computer labs with latest configuration. The labs are well supported with latest software version and strong anti-virus software support to invasion of viruses. The Lab is operating on the 72 MBPS dedicated Lease line internet connection. The institute has all supportive equipment such as scanners, printers.

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

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

We have a well-maintained hall for organising Events, students are very much interested and excited toparticipate in the cultural events held in the college like Freshers, Annual Sports Day, Poster Presentation,Seminars, Farewell etc., to display cultural talents. Students are sent to other Colleges for inter-Collegecompetitions like dances, skits, mimicries etc. We organized Some Committees to enhance and find outthe hidden talent of the students through extracurricular activities. Our Institute believes in the all-around development of our students. The College always promotes the students to participate in sports andcultural activities simultaneously. We have a cleaned and well equipped Sports Area, where students canplay Indoor games like

caroms, table tennis, chess, etc. We have a Yoga Classroom where students andfaculty members do meditate and even practice yoga. We have a well-equipped gym for the developmentof strength in both ways physically and mentally also.

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

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

2

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

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

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

18.635

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

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

Computerised Library and N list have been proposed.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | **E. None of the above**

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

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

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

5.53

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

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

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

55

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

4.3 - IT Infrastructure

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

Nowadays technology is the backbone for the development of any type of organization. There are many different types of digital technological establishments available within the college. There is 2 classrooms with projetor facilities available in the College. A well-equipped computer lab is also functioning in the College. The students of the Institute are very happy with the facilities which they got. The whole area of college building is covered with high-speed Wi-Fi which students and faculty staff uses very frequently. All the departments covered with computer and other related accessories. All teaching staffs use the ICT within the classrooms and laboratories, whenever needed. With the help of different educational sites students takes benefits for their exam and also for their career. The College updates all the ICT tools time to time. The computers are formatted regularly for better performance and The College itself formats the pc without no fees and with the assistance of a computer operator. Anti-virus is regularly installed on Computer. All computer has anti-virus Wi-Fi connectivity is in Principal chamber, Office-room, IQAC room, library and laboratories. CCTV is installed in every classroom.

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

4.3.2 - Number of Computers

8

File Description	Documents
Upload any additional information	View File
List of Computers	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

18.64

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The physical facility including laboratories, classrooms and computers, etc. are made available for the students. The classrooms are the part of the teaching and learning process. The classroom boards and furnitures are utilized regularly by the students but sometimes it is also made available for the other governmental and non-governmental organization for conducting the various activities. The maintenance and the cleaning of the

classroom and the Chemistry laboratories are done with the efforts of non- teaching staff. The College garden is well managed and maintained by the gardener appointed by the College. The College has limited number of the computers with Internet connection and they are also available in principal office, library and other departments. The ICT smart classrooms are also available. The maintenance of UPS and the generator is done regularly. Electrical and plumbing related maintenance is done with the help of local skilled person and the expenditure is done from budget gained by the college from different sources. Academic Facilities The academic support facilities like the library, the sports and the other platforms supporting overall development to the student like NSS, Red Cross Society or competitive examination cell etc. A library is very well maintained. A provision of the budget for library maintenance is made by the College management. The activities like keeping the library, neat and clean and free without insects are done frequently by library staff. A competitive exam cell is established by the college which supports the student preparing for a competitive exams and motivates them for attempt of competitive exam, etc. The maintenance of this department is done free of cost. We also care for extracurricular activities of students which are very much for their all round development. Lots of activities are held in the College during the academic session to make them strong mentally and physically both. Scholars of local area are also invited in some occasion to share their views with students.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

979

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

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

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

979

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**D. 1 of the above**

File Description	Documents
Link to Institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

60

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

60

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

10

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

127

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

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

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

0

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

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

College strongly believes in Democratic System of conducting various curricular and extracurricular activities of the College. Every Year Principal constitutes students Election committee, convenor of the committee and along with committee members (teaching staff) conduct student union council. The members of the student union are selected by election. The student union council members are involved in all College activities. The senior faculty members are in- charge of the committee. The sports committee and sports department of the College organized annual sports and annual sports meet. students representative from UG and PG classes are actively involved in the committee in Planning and execution of all the indoor and outdoor competition. The College has all the necessary equipments to promote sports and games and sports office in charge to guide the students. Other professors also do the supervision to it. Cultural committee - the cultural activity of the college is planned by the cultural committee every year Annual function day celebration of the College is organized in December or January month. The students also participate actively in drama, dance (single/group) , song (single/group) on the eve of annul function and other celebration. In the different event at the college level, they are also awarded for best performance. The

college organizes cultural week as per academic calendar. The teacher supports and gives suggestions to improve their inner quality. Various committees- College has constituted IQAC, RUSA , Anti-ragging committees student grievance redressal cell, Womens cell, anti-ragging cell, anti- sexual harssment cell, SC/ST cell, OBC cell, Minority committee, personal counseling cell, College development committee, NSS cell, sports committee and uddyan samiti are involved to improve the academic administration of the College Many students are also nominated directly by the chairpersons of the committees i.e. sports, NSS, Wallpaper and Magazine committees and other importantant committees.

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

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

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

0

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

5.4 - Alumni Engagement

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

Our Alumni Association works for the overall development of students as well as the institution. It helps our institution in terms of academic planning, placements of students, career

guidance and technological guidance. Our Alumni always support the morality of students as well as go for promoting the development of the students.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the College is to serve the education equally gives students. The majority of the students enrolled in this College belong is to scheduled caste, Scheduled tribe and OBC coming form the rural background and falls below the poverty. Our vision of College gives not only bookish Knowledge but we taught our students good manners, self-respect politeness, consciousness, physically and mentally good healthy. we are also focused on national standards of education quality, education and fostering and enduring sense of discipline. Our mission to impart quality education in the different discipline. Our College we try to inculcate in them the quality of competence, confidence and excellence particularly those who belong to the rural weak and disadvantage class of society. Regarding leadership and management. we can say our College is working significantly. We try to decentralize all the work among all the staff members and other members of the College. We have ever tried to fulfil all the wishes and demands made by them. Their working capacity is continueously improving. Our distribute all the works ampng them without being bias. They are also conducting their task smoothly.

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

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

In our College each activities takes place through the meeting of the respective committee. The teachers and the staff have been involved in the process of the decision making and its implementation. The principal encourages and sanction fund to utilize fund for different activities of the college. The committee has operational and dose there work under the rule and regulation of the government. The College students and teachers make student development programme and our students have made wonderful things by waste material. In this College organized skill development programme for students by IQAC every week. IQAC has organized for a good future for students in our College. We are available coaching center name PAHAL. OurCollege professor has developed learnig, speaking, reading skill and motivated by students to participate in different type of competition.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Admission of Students :-

The college is affiliated to Atal Bihari Vajpayee University Bilaspur Chhattisgarh.The rules of admission of the students are strictly followed as per guidelines of the Univesity and State Government. The admission of students is done through merit basis and every step of the admission process is followed by the college. All reservation rules givenby the state government.

Research and Development :-

Three faculty members of the college already registeresd to Ph-D research work in the Atal Bihari Vajpayee University Bilaspur Chhattisgarh. Continually motivated by the principal to all faculty members for participations in the research activities. We also care about Increase of referencebooks, Journals in the library.

Teaching and Learning:-

To make learning more students centric skills are promoted and developed through the seminar workshop, group discssion debate, Quiz contest and various competitions, etc. college also arranged departmental tours for learner and professor fromdifferent field to have interaction student. Individuals learning are also encourage preparation of note through book and internet. Teacher students are also encouraged to use internet and smartphone of the latest technologyclasses are usually interactive with the studentswith their own view innovative ideas and viewpoints guidance of the teacher.

Curriculum Development :-

Rajiv Gandhi Government Arts and Commerce College affiliated with Bilaspur University The College follows strictly the the curriculum of prescribed the university teachers are sent for orientation programme and refresher courses organized by the University Besides the Unit test is taken both quarterly and half yearly and model test par examorganized as per the academic calendar of the College. The teacher follows different innovative and effective teaching - learning techniques. Principal and head of department call for their internal staff meeting and develop and progress academic plans for the coming academic year Feedback received from the students are successfully solved to strengthen curriculum planning and development. All the departments and teachers prepare a lesson plan and daily diary regularly.

Examination and Evaluation :-

The College specially students and faculty are well aware of the evaluation processes as per the academic calendar previded by the higher education department. A part from yearly exam unit test are also taken from time to time so that the internal assessment of the students can be done. Yearly examinations are conducted by the affiliated University.

Library, ICT and physical Infrastructure\Instrumentation :-

Central libarary is to provide the books for under graduate students and departmental library is to provide the books for post graduate students. and also books available for NET\SET, PSC and other competitive exams library is equipped 7 computers and wifi connectivity. library room is vast and reading room is also attached with it and the college library proposedfrom N-List programme.

Human Resource Management :-

Senior faculty members are chosen as the convenor and adviser of each committees by the principal. The College is getting the best result by participating and utilizing of the available man power.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The teacher recruitment is as per the norms of the UGC state government and the university. Each and every stop as work very well. The principal and the management hold the regular staff meeting and address them about their responsibility for the College. The various committees are made such as admission committee, internal examination committee, library committee, timetable committee, etc. The College has constituted student grievance Redressal cell, discipline cell to ensure that any complaints are taken seriously and resolved immediately as possible. If any problems and complaint are reported by anyone, the committee meets and takes action for solving the problems. The responsibilities of the teacher and staff are well making and cordial atmosphere is maintained at the workplace.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

The College of the Govt. of chhattisgarh the following welfare schemes for all the employees. The order is issued by the higher education department, which is strictly followed by the College. The government has provided Group Insurance scheme to the Staff (Teaching and Non –Teaching) of the College. This helps the staff at the times of need. Maternity (180 days) and paternity (15 days) leave. Provident fund for the employees of the College. Medical Insurance facility for the employees of the College. Casual leave, Earn leave, Leave not Due, Study Leave, Half Pay Leave for the employes. For updating the subject knowledge the teaching staff members are allowed to participate in the orientation programme, refresher program and short term courses as when they need as given per the rules of UGC norms. Especially in our College child women employees given child care leave.

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

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

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

0

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

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

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

01

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

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

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

02

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

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

In our College teaching staff is evaluated and performance is measured with the help of a daily diary, academic Diary, lesson plan, attendance sheet and the record will be checked every month by the principal. Every year faculty members are required to fill

in a performance appraisal form designed on the basis of PBS methodology of UGC and last year we were filled in a performance appraisal form, annual character report form of Higher Education, of chhattisgarh government. The principal then grades the teachers on the overall report and recommends higher authorities for further necessary action. The APR's are sought at every step of up gradation/next promotion. Performance Appraisal for non teaching faculty The appointment is made through the Government of Chhattisgarh and after joining the department as per service rules. Departmental Promotion Committee (DPC) is being conducted after every 3 years.The faculty member is also involved in various committees, activities of the College. They are encouraged to attend the paper presentation in seminar & workshop. The faculty member is also encouraged to improve their qualification (Ph.D.) Non-teaching staff like the librarian, office staff, support staff, etc. are given any appraisal forms.

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

6.4 - Financial Management and Resource Mobilization

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

Accounts of the Rajiv Gandhi Government Arts and Commerce College are regularly audited- Internally and Externally. Internal audits are done by a team of Chartered Accountants appointed by the College whereas the External audit is done by a firm of Professional Chartered Accountants. Internal and external Auditors of College are M/s. Mr. Khanduja and Associates, Bilaspur. The audited statements of the college are regularly submitted to statutory authorities and are available in the College. The internal audit is done by the local inquiry committee which inspects the performance of the staff, students, facilities given to the staff and infrastructure.

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

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

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

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

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

The College is recognized under Grant-in-Aid pattern and funds received from UGC and State Government. Salary and non-salary grants are received from the state government. Fees received from the students are deposited in the Atal Bihari Vajpayee University, Bilaspur account and a certain percent of it is forwarded to the state government. The scholarships for students received from the state government are directly credited to the account of the students. The budget for each academic year is prepared by the College and grants received from UGC, RUSA and State Government under the College Development Scheme. The College utilizes fully the grants for the purpose it is being sanctioned.

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

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

In College, IQAC plays an important role relating to quality improvement amongst student and teacher. The IQAC always motivates to teaching and learning process. We have to motivate teacher for the participation and paper presentation in state, national and international seminar and workshop. IQAC also encourage to teacher involve research activities.The IQAC channelizes the motivational and cultural program in the College. The IQAC committee of the College organized continuously different motivational and career guidance, social awareness lecture program, cultural program and competitions.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The College implements the quality policy through IQAC. The College IQAC is the basic advisory body to review the quality of the teaching-learning process of the College. Initially, the IQAC follows the academic calendar provided by Atal Bihari Vajpayee University to plan yearly teaching-learning process. The performance of the student in an internal exam gives the concrete idea to the teachers about the areas where the student needs to help with extra classes. At the need of the session, the feedback taken from Student about the teaching-learning quality and college atmosphere and behavior of the College staff is one of the other methodologies for review the teaching-learning process. The real picture comes out of the main examination result. The College IQAC always planning to improve the atmosphere for the teaching-learning process. The faculties are encouraged to participate and paper presentation. Paper published and conduct in College seminar, workshop and skill development program at least once a year. The College develops a student imagination and writing skill published College magazine.

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

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equity in education means that males and females have equal opportunities in terms of economic, social, cultural, and political developments. If gender equity is exactly achieved this will contribute to the future of girls and boys more than approaches men-centered, and girls will get benefits from public and domestic life as much as boys.

Our College has taken various steps for promoting gender equality on our campus are follows:

Built CCTV Camera: We have 20 CCTV Cameras on our college campus

for Safety. The safety of girls is a top priority at every College campus. Nowadays, a safe and supportive campus community is both an obligation and a challenge for College administrators and student.

Women Grievance and empowerment cell: A Women Grievance & Empowerment Cell also plays a role actively to address the issues of all the female students in the college. The cell also actively work on this issue outside the campus.

Common Room: Separate one common room facility for female students are available on the campus where the students come in their free time to relax and entertain.

Awareness program: Awareness programs and workshops on gender sensitivity are regularly organized in the campus and nearby places by the students and faculty members to make them aware towards women issues in order to enhance women empowerment. The female faculty members, staff and students are informed about various laws and rights available for their empowerment.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	D. Any 1 of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

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

The College has a separate cleaning and waste management department. Cleaning helpers are hired on contract basis as per government rules. Each department is equipped with dustbins. The teachers are motivated to promote cleanliness drive and highlight to students their role in keeping campus eco-friendly, sanitized and cleaned. Respective faculty member monitor waste management practices in their own faculties. NSS volunteers and respected teachers of the department also make efforts in promoting the message of cleanliness. The College regularly ensures that all areas of the campus are cleaned. A drive to keep College campus plastic free has been undertaken and the results have been astounding. The College has its own proper sewage/drainage management system. The College has a separate water tank and water cooler.

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

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered

vehicles
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies	C. Any 2 of the above

of reading material, screen   reading

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The College has conducted several activities to build and promote an environment for ethical, cultural, and spiritual values among the students and staff. To support the emotional and religious feelings among the students and the faculty, various important days are celebrated on the campus with the initiative and support of the management for recreation and amusement to generate the feeling of oneness and social harmony. The College and its teacher and staff jointly celebrate the cultural and regional festivals, like New-year's day, Fresher Party, teacher's day, Women's day, orientation and farewell program, Induction program, rally, oath, plantation, Youth day, Women's day, Yoga day, festivals like Diwali celebration, Holi Milan celebration, New Year celebration, Saraswati pooja celebrations, etc. Religious ritual activities are performed on the campus. Inspirational lectures of successful persons of the field are arranged for the all-round development of the students for their personality and boost their confidence and to make them responsible human beings. We focus not only academic and cultural activities, but also a variety of sports activities to build the physical development of the students. In this way the institute on initiatives in providing an friendly environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities,

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

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

The Institution conducts programmes for sensitization of the students and the employees towards moral and social values, their rights and duties. There is provision of a paper for all the under-graduate students in their syllabus under Foundation Course. The paper titled "Environmental Studies and Human Rights" is base of instilling in the students sensitized feelings towards observing and following the ethical and moral values in their behaviour. Moreover, the lectures during the programmes cover these topics and make the students and the employees aware of values and rights and duties. The Postgraduate Courses also have topics related to moral values, rights and duties. The faculty members, while interacting with the students, also talk about them. There are regular celebrations of national and international days of importance. The talks and discourses of all these programmes centre on values, rights and duties of us all.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators	A. All of the above

and other staff 4. Annual awareness programmes on Code of Conduct are organized	

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

SN

Date

Activity

1

05/06/2020

International environment day

2

21/06/2020

International Yoga Day

3

11/07/2020

Population Day

4

15/08/2020

Independence Day

5

29/08/2020

National Sports Day

6

02/10/2020

Gandhi Jayanti

7

26/11/2020

Savidhan Divas

8

01/12/2020

World Aids Day

9

10/12/2020

Human Right Day

10

12/01/2021

National Youth Day

11

24/01/2021

Rashtriy Balika Divas

12

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25/01/2021

National Voter Day

13

26/01/2021

Republic Day

14

08/03/2021

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

7.2 - Best Practices

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

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Title of the best practices -

1. Employability Skills Program:

Objectives of Program: Several reports say that only 15 % of
students are employable and can get absorbed in companies for job
of their liking. Remaining 85 % students find themselves searching
for the job. The main difference between these two types of
students is "Employability Skills?. It is said that, mastering
employability skills are equally important with academic
achievements. Most of the students are not aware about importance
of employability skills during their graduation. This program aims
to provide employability skills to our students.

2. Clean campus - Green campus
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Objective of the best practices- Keeping the campus clean and eco-friendly. Our College has a motive of keeping the College campus clean and eco-friendly. We have taken lots of steps to fulfill the purpose. As we know students play a big role in this part, so we give them responsibility to plant and protect the plants. Tree plantation is a great way to increase student interest in their local environment and achieve academic goals. Through NSS volunteers, weekly cleanliness drive is also held. Students in different groups clean the inside and outside of school campus. They also plant new saplings and water them regularly. This weekly programmeis a learning opportunity to get involved in the environment and conservation of natural resources. Students become aware that they can play a role in protecting the environment through personal involvement. To motivate the students to protect the environment, they are honoured with certificates and prizes.

File Description	Documents
Best practices in the Institutional website	Nil
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Academic enhancement through skill development- As we all know, success of any institution depends on its steps taken to fulfill the objectives. Our College has been working successfully for the better academic performance. We give it the most priority. Lots of activities are held for this purpose. For making the responsible citizen, we try our level best. To achieve the goal we prepare students for their better future. We organize career guidance programme to give a suitable advise to students. Through lectures, extempore, group discussion, interaction, modern technologies, they develop their skills.The students are prepared for competitive exams . For this some special classes, seminars through special invitees are organized. The College also organize a lecture on various topics like personality development, motivational speech, etc. We have set up a career guidance cell with a facility of books and infrastructure made available for students. We have all the study materials through which students enhance their knowledge. Students of our College are regularly excelling their performance and they are being selected in

prestigious jobs. So, eventually we can say our College is always committed to make the students responsible human being, proactive, disciplined, well cultured and innovative .

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

7.3.2 - Plan of action for the next academic year

Future plans of action for next academic year are as follows:-

1.To provide INFLIBNET Facility in library.

2. To establish English language lab.

3. Sewing training , Making incencse sticks and hand crafts by using bamboos and other waste materials .

4. To establish solar power system.

5. To establish systematic practical lab for science faculty.

6. Opening new courses for UG students (Geography, BCA ,DCA) and for PG students (Sociology ,Economic, English literature , PGDCA)

7. To establish E-classroom.

8. To organise Self - defence training programme for girls students.

9. Proposed Value Added Course.

10. Proposed Computer lab for students and staff.

11.Book / Chapters in Book: Faculty members are encouraged to write a book or text book on their subject.

12.Accreditation: IQAC has planned to achieve its target of getting institution accredited with good ranking and score.