



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

RAJIV GANDHI GOVERNMENT ARTS AND COMMERCE COLLEGE, LORMI

**PRINCIPAL OFFICE, RAJIV GANDHI GOVERNMENT ARTS AND COMMERCE
COLLEGE, LORMI, DISTRICT-MUNGELI**

495115

www.govtcollegelormi.in

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Rajiv Gandhi Govt. Arts and Commerce College, Lormi came into existence in the year 28 September 1984 in the vicinity of the Achanakmar wildlife sanctuary. The college started with arts faculty in Govt. Middle School, old bus stand, District- Bilaspur, M.P. It's the first principal of our college Dr. Veer Bhagad Chaudhary. In 1989, this college becomes arts and commerce college. Campus building was established on 11 February 1994. College campus spread over 13.41 Acre area in which 4-acre area donated by renowned Shapariya family. The Campus having easily accessible by road and is well organized beautiful in nature. Govt. college, Lormi is a small and rural college located in Bhatpara Lormi tahsil, 65 Km away from District Bilaspur and 25 Km away from district Mungeli. It is the only dream place for students of the adjacent rural area.

The total strength of the student is 1070 in the current year as 2018-19. At present, there is three faculty in the college; arts, commerce, and science. Science faculty has been introduced in the last two year as 2016 and post-graduation in four subjects Political science, Hindi-Literature, History, and Commerce. We aim to retain our prestigious popularity and strive to further development of the college quality-wise. The college library is having 26671 books with free wi-fi.

The college has one unit of NSS and Red-cross society which confirms the commitment of the college towards social service. Sports department of the college always ensures enough space in media. In sports, the student of college proves themselves at state, national and international level.

The college has carrier guidance and active women empowerment cell. Socio-cultural events are also organized at regular intervals. The college aims to make its student well equipped to face all round global change. The college is committed towards the educational development of the girl students too.

The teaching staff of the college is qualified and always engaged in academic, research and social activities. The college staff with their vast experience and broad vision, support the dynamism and ambition plan take the college to achieve the great height.

Vision

“Sarvo Ganay Bhavah (????? ?????? ??:)”

“Teaching, learning process connecting with modern tools”

Mission

- Knowledge is free from all barriers and keeps learning without fear.
- To impart quality higher education to our students in different discipline and modern environment.
- To enable them to be fairly component and competitive in the field they enter.
- To develop virtues of truth, honesty and self-reliance in students.

- To enable them to work towards their inclusive growth, personality and moral values.
- To try for better performance in the result and other activities.
- To provide equality of educational opportunity to the students from rural areas.
- To develop the quality of sound and dedicated leadership among the students by means of games, sports and cultural activities.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The only college with undergraduate and post-graduate courses in this area.
2. Consistently growing student strength and encouragement is given to the male and female students of economically backward.
3. Qualified teaching faculty.
4. Internet and Wi-Fi facility
5. There is no case of ragging and torture (Physical and mental torture) in our college.
6. For the green and clean environment in campus, initiatives are taken for plantations and cleanliness.
7. Catering to the higher education needs of rural and tribal area students of mostly SC/ST and OBC communities.
8. Active Red Cross and NSS units and sports facility.
9. Transparent admission process.
10. Proper water facilities with water cooler, RO, CCTV, camera and inverter for uninterrupted power supply.
11. Teamwork, dedication, and harmony among faculty members.

Institutional Weakness

1. Limitations with reference to science laboratories, classrooms for the lecture, auditorium, hostel, faculty quarter and well-established playground.
2. Geographically located in the rural region.
3. The absence of linkage and collaboration with industries.
4. Limitations in relation to undertaking major and minor research projects.
5. Weak communication skills of students.

6. An insufficient ratio between students and teachers.

Institutional Opportunity

1. Introduction of more UG and PG courses as well as skill-based courses, core courses and generic courses to ensure greater student progression.
2. Scope to strengthen cultural and sport's talent.
3. Rural and tribal communities have better opportunities for higher education in this area.
4. Scope for complete use of campus infrastructure.
5. Availability of student to increase the intake capacity and thrust of academic in this area.

Institutional Challenge

1. Limited academic infrastructure.
2. To enhance the learning standards in the limited time frame of the students coming from the poor educational base.
3. To sustain the interest of the student in general subject especially English.
4. Less employability and lack of communication skill.
5. Continuous need to acquire new and update the available resources and technology.
6. The activity of academic services, research activities and student support programs are at challenges ahead.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

This Rajiv Gandhi Govt. Arts and Commerce College, Lormi, Mungeli is government college and functions under the higher education of Chhattisgarh and is affiliated to Atal Bihari Vajpayee University, Bilaspur (C. G.). The College offers three under-graduate courses in arts, science, commerce and four post-graduate courses which include Hindi literature, History, Commerce and also in political science with the help of Janbhagidari Samiti. The curriculum is strengthened and supplemented by Atal Bihari Vajpayee University, Bilaspur and the college has limited flexibility in the development of the curriculum. However, each department of the college is responsible for the effective implementation of the prescribed curriculum. Academic calendar is prepared and implemented as per the guidelines of the university. The college has a defined vision and mission that is clearly spelled out to the students in college website, college magazine as 'UDGAR', prospectus and in the Academic Diary. Holistic education is the need of the society so the college has organized National seminar and

workshop. Our college also has active units of NSS and Red-Cross society. The college collects feedback from students, parents, employees and alumni from time to time. The feedback taken is analyzed and implemented by the faculty members which improves the teaching-learning process.

Teaching-learning and Evaluation

The college follows a very transparent student admission process. All the important information related to admission is provided in the admission-brochure and displayed on the notice board and college website. Admission in the college at UG and PG level is done on merit basis as per state government and the university norms. The reservation policy of the government for SC/ ST/ OBC/ physically challenged/ Achievers in sports without any gender

discrimination and the extracurricular activities is followed strictly. 1060 students have been admitted during the academic year 2018-19.

The college follows an academic calendar which has the examination schedule, vacation breaks and dates of important extra-curricular activities. The teachers of the college are encouraged and expected to follow the Academic calendar. Teaching plans, syllabus and evaluation process are explained to the student class-wise by the faculty member. The faculty members take classes properly as per central time-table and maintain a daily-diary and attendance register. The college is aiming at improving the quality of the teaching-learning process by ppt presentations, charts, graphs, videos, visual audio aids, group discussion, seminars and model demonstrations. The library and internet facility emphasize “student-centric” system which helps students to think, analyze, be creative and unique. Certain steps are taken to address the needs of individuals. Not only the students but also the college ensures the competence of staff and help the faculty to develop continuously. All faculty members participated in workshops, presented the paper in conferences and some faculty have published the paper in journals. 90% faculty member has completed refresher and orientation programs. The college has an internal examination committee which organizes the internal unit test, pre-examination evaluation process through a system of efficient and meticulous planning making strict confidentially. Last year Atal Bihari Vajpayee University, Bilaspur had been started first-year student weight 10% per-exam test. The college has instituted a transparent mechanism for handling student’s grievances. The average pass percentage is above 60.

Research, Innovations and Extension

Rajiv Gandhi Govt. Arts and Commerce College is the college of Science, Commerce and Arts believe college can become a center of academic excellence only when a research culture exists and proliferates amongst faculty and students. The research committee of the college encourages the faculty members to take up research work. Duty leave is also granted to the faculty members to motivate research activities. The college has provided necessary infrastructure like a desktop computer in the library with free internet access to help the students for learning. The college has organized one national seminar and workshops last five years with the help of funding agency RUSA and UGC. The extension activities of the college are monitored by the enthusiastic participation of students and faculty coordinators of NSS, Red-cross Society, carrier guidance and placement cell. Tree plantation, dengue fever awareness, tobacco cessation, health awareness, women empowerment and value-added lectures are a part of NSS and Red Cross cadets. Khaadi and Village Industry Commission, Raipur organized a one-day seminar on self-employment with the help of khaadi.

Infrastructure and Learning Resources

Rajiv Gandhi Government Arts and Commerce College is located in the vicinity of the Achanakmar wildlife sanctuary. At present, the college is endowed in providing the best of infrastructural and academic facilities to support the teaching-learning process. At present college is spread over 13.4 acres, which is situated at the Bilaspur (Kota) Pandariya Road, Lormi in Mungeli district. There is 6 Classroom and 2 Smart classes equipped LCD projector. The Entrance in college has the well-furnished principal's chamber, principal's office & Staff room. The college has a well furnished general library having the facility of the photocopy, scanner, computer, reading rooms, etc and 4 departmental libraries at post graduation level which together comprises of approximately 26671 books and 50 Journals. The library has a seating capacity of 30 students. Sports are a very important component in any educational programs as it adds to the overall personality and character development of students. The college has a big playground on the campus and has the facility for indoor games like badminton, table tennis, caroms and chess. It has outdoor courts for football, cricket and kho-kho. Wi-Fi based internet facility is one of the top priorities of the college. The college has a well-managed girl's common room, washroom, sanitary napkin vending machine, sanitary napkin disposal system and reading room with all the required facilities where girls spend their leisure time. Besides regular electricity system, provision of 10 KV Generator is installed for continuous power supply. Water filter with water cooler 'RO' water is provided to students and staff for fresh and pure drinking water. The college has 20 CCTV to ensure the safety and discipline within the campus. Various cultural activities and events are organized in the college throughout the year and during the annual function. Students specially organize teacher days as a mark of respect to their teacher. Keeping up the rich cultural values 'Saraswati Pooja and Guru Gashi Das Jayanti' is organized by the students.

Student Support and Progression

The various cells and Committee like Anti-Ragging Committee, Anti-sexual Harassment Committee, Career Counseling cell, Women's Cell and Student Union function in the college to provide necessary assistance to the student for their overall well bring. There is a Grievance Redressal cell to clear the grievances raised by the students. The college has started PSC coaching and it helps the students preparing for competitive exams without any charge with the help of faculty member. Examination result and high demand ratio of the college are proof of the student support system. The website and college brochure provide all necessary imported information regarding admission and the activities in the campus. The government reservation policies are followed to provide support the SC, ST, OBC and students with a poor background. Sports is a forte of the college and a number of students have participate accolades at inter college, state, national and international levels. Cultural events are a part of the varied activities, thus students are involved in and they are able to perform well. The college also fulfills its responsibilities towards the society through Red Cross, NSS. 'IQAC' has organized lectures on the judicial rights of women against exploitation at home, road place and workplace and rehabilitation of juvenile criminal cases. The NSS wing of the college engages the students in community development activities which motivate them to involve in social services. The NSS teams have organized awareness rally in a nearby village on Health and Hygiene, environmental conservation tree plantation, Anti Tobacco awareness, Dengue fever awareness programs and personality development. The college NSS team regularly visits the surrounding places and village generations awareness among people on various social, moral and ethical issues. College magazine 'UDGAR' is published last year by the publication cell which reflects the ideas of the teacher and students. Feedback is taken from the students, parents and alumni on the Infrastructure and facilities, and feedback is analyzed and remedial actions are implemented.

Governance, Leadership and Management

The college believes that education is the most effective route to the empowerment of woman and to the students from socially, economically backward region. The vision of the college is to give a holistic education and prepare citizens who are committed to the nation, sensitive to the needs of the suffering humanity and have moral uprightness and strength. The efforts have been taken by the principal to develop the culture of excellence and efficient governance through inspired leadership. The principal, head of departments, Examination cell, IQAC work together with all the faculty member and support staff to ensure the smooth functions of the college and for the proper execution of state government plans. The Governing body, Academic council, staff counsel and various committees actively take part in the working of the college. Representation from Government University, parents, elder man citizens and senior staff members in different bodies ensure integration with all the stakeholders. Janbhagidari Samiti not only plays an important role in implementing infrastructure development plans but also approves the academics development. Internal Quality Assurance Cell (IQAC) help in effective planning and implementation of institutional policies. As it is a government college financial assistance is given by the government. However apart from the state govt. UGC is the prime funding agency. Our college is a government institution and the appointments for vacant posts are filled by the govt. per rules. Vacant posts are recruited though Janbhagidari Samiti as per the instructions of government every year.

Institutional Values and Best Practices

The college has adopted many new best practices in the college. The college has registered and participates in “**SWACHH CAMPUS**” organized by MHRD. The college is focusing on spreading environmental awareness among student and faculties and aim at having a clean and green campus environment. The college is undertaking environment awareness programs like tree plantation cleanliness green campus, health check-up regularly. Our college organized many programs to create ‘Waste management & it utilizes’ and ‘Gender Awareness’ among all students. Blood donation camps are organized by . The college has the necessary eco-friendly system in place in terms of rainwater harvesting, waste management and sanitary genders maintenance of nursery. The two best practices of the college as

1. Social awareness and skill development program by NSS.
2. Yoga, prayer, singing National Anthem and meditation classes regularly before starting the class.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	RAJIV GANDHI GOVERNMENT ARTS AND COMMERCE COLLEGE, LORMI
Address	Principal Office, Rajiv Gandhi Government Arts And Commerce College, Lormi, District-Mungeli
City	LORMI
State	Chhattisgarh
Pin	495115
Website	www.govtcollegelormi.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Nand Kumar Dhruve	091-9977262164	9977262164	-	rggcollegelormi@gmail.com
IQAC Coordinator	Hari Shankar Singh Raj	091-9755812211	9893961305	-	rajharishankarsingh@gmail.com

Status of the Institution	
Institution Status	Government

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

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	01-09-1984			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
Chhattisgarh	Bilaspur Vishwavidyalaya		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	25-05-1998		View Document	
12B of UGC	25-05-1998		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Principal Office, Rajiv Gandhi Government Arts And Commerce College, Lormi, District-Mungeli	Rural	13.41	1675

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom, Commerce	36	HIGHER SECONDARY	English,Hindi	180	151
UG	BA,History	36	HIGHER SECONDARY	English,Hindi	530	519
UG	BA,English	36	HIGHER SECONDARY	English,Hindi	10	10
UG	BSc,Mathematics	36	HIGHER SECONDARY	English,Hindi	180	75
UG	BSc,Botany	36	HIGHER SECONDARY	English,Hindi	180	134
PG	MCom,Commerce	24	GRADUATION	English,Hindi	50	50
PG	MA,History	24	GRADUATION	English,Hindi	80	44
PG	MA,Political Science	24	GRADUATION	English,Hindi	60	44
PG	MA,Hindi	24	GRADUATION	Hindi	60	43

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	2				0				14			
Recruited	0	0	0	0	0	0	0	0	8	1	0	9
Yet to Recruit	2				0				5			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				9			
Recruited	0	0	0	0	0	0	0	0	2	6	0	8
Yet to Recruit	0				0				1			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				12
Recruited	5	2	0	7
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	3	2	0	5
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2
Recruited	0	0	0	0
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	0	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	7	0	0	7

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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	4	0	4
PG	0	0	0	0	0	0	2	2	0	4

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	410	0	0	0	410
	Female	479	0	0	0	479
	Others	0	0	0	0	0
PG	Male	87	0	0	0	87
	Female	94	0	0	0	94
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	130	129	101	92
	Female	129	107	95	75
	Others	0	0	0	0
ST	Male	83	70	72	66
	Female	119	91	98	65
	Others	0	0	0	0
OBC	Male	235	213	186	168
	Female	190	159	143	112
	Others	0	0	0	0
General	Male	45	42	33	23
	Female	92	69	62	61
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1023	880	790	662

3. Extended Profile

3.1 Program

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

Response: 8	File Description	Document
	Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
18	16	14	13	12

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1021	890	793	661	616

File Description	Document
	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
702	621	525	476	441

File Description	Document
	View Document

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

2017-18	2016-17	2015-16	2014-15	2013-14
182	234	254	157	171

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
9	9	9	9	9

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
16	16	11	11	11

File Description	Document
Institutional data in prescribed format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 10

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

2017-18	2016-17	2015-16	2014-15	2013-14
11.30	22.19	15.24	1.98	12.23

Number of computers

Response: 7

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Rajiv Gandhi Government Arts and Commerce College is affiliated with Bilaspur University which is also known as Atal Bihari Vajpayee University, Bilaspur Chhattisgarh. The college follows strictly the curriculum laid by University. The syllabus is provided to all teachers for the effective implementation of the curriculum. Development of action plans are done in the following ways

1. In college broacher and website information on different courses, fee structure, admission process, etc are given in details.
2. The teachers are sent for orientation and refresher courses organized by the University.
3. Besides the Unit test, quarterly and models test per exam are organized as per the academic calendar by the college.
4. The college organized seminar /workshop at National level as well as local level.
5. The teacher follows different innovative and effective teaching-learning techniques.
6. Library facility to staff and students which is equipped with subject books, reference books, journals and newspapers
7. The library about 26671books and 5 newspapers, a research paper in addition to the books and 50 journals.
8. The syllabus guidelines and previous year university question paper are also made available to the students.
9. The college gives special attention to those students who could not attend class due to any reason as in NSS camp or sports participation to make up their loss.
10. Principal and head of department conduct their internal staff meeting and develop and progress academic plans for the coming academic year.
11. Feedback received from a student is successfully employed to strengthen curriculum Planning and development.
12. All the departments and teachers prepare a lesson plan, daily diary regularly.

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

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response: 0****1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response: 37.5****1.2.1.1 How many new courses are introduced within the last five years**

Response: 3

File Description	Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system

has been implemented

Response: 0

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

File Description	Document
Name of the programs in which CBCS is implemented	View Document

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

Response: 3.21

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

2017-18	2016-17	2015-16	2014-15	2013-14
52	85	11	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

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

1. Gender women harassment cell gives the knowledge of helpline no. 181 by speaker Miss Sunita Dawani.
2. Environment:
 - National seminar in Swachh Bharat Swasth Bharat.
 - Environmental studies and human right compulsory Course education of undergraduate level.

- Tree plantation as every year and swachh campus mission on every Saturday.
- Health hygiene
- Prevention from deadly disease dengue fever.
- Procession regarding clean India Movement.
- Red Cross Society activities like a health checkup.

3.Human Rights

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

4. Sustainability

- Water harvesting work in our college
- Lectures on global warming and environmental change

5. Professional ethics and moral values

- Saraswati Pooja on Basant Panchami
- Guru Ghasidas Jayanti organized on 18 December every year
- Organized lecture motivational and personality development by Dr. A. K. Lal, Principal, Government College, Pandatarai & Dr. A. K. Sanyal senior doctor High Court Bilaspur
- Skill development programme by Khadi Gramodyog.
- Personality development and career guidance organized by Kalinga University Raipur.
- Carrier workshop 'Safalta Meri Mutthi Mein' organized by college-sponsored through Dainik Bhaskar.

The College offers two General & one Compulsory Undergraduate courses which address Gender, Environment and Sustainability and Human Values. All the courses are affiliated to the University of Calcutta. The two General Undergraduate courses are

Environmental Studies and Human Rights

This is a compulsory course offered to UG students of 100 marks.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five

years	
File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships	
Response: 1.86	
1.3.3.1 Number of students undertaking field projects or internships	
Response: 19	
File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A. Any 4 of the above</p> <p>B. Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: A. Any 4 of the above</p>	
File Description	Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p>

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

File Description

Document

URL for feedback report

[View Document](#)

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 82.18

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1021	890	793	661	616

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1210	1070	905	820	820

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

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

2017-18	2016-17	2015-16	2014-15	2013-14
702	621	525	476	441

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

- 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.
- Poor performance in the classroom due to absentees is intimated to relative and parents by letters or by phone calls and through the parent-teacher meeting.
- 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.

2.2.2 Student - Full time teacher ratio

Response: 113.44	
2.2.3 Percentage of differently abled students (Divyangjan) on rolls	
Response: 0.59	
2.2.3.1 Number of differently abled students on rolls	
Response: 6	
File Description	Document
Institutional data in prescribed format	View Document

2.3 Teaching- Learning Process

<p>2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences</p> <p>Response:</p> <ol style="list-style-type: none"> 1.To make learning more students centric skills are promoted and developed through the seminar, workshop, group discussion, debate, Quiz Contest, various competitions, etc. 2.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. 3.College also arranged departmental tours for learner and resource persons from different field to have interaction with the student. 4.Individuals learning are empowered by preparation of note through book and internet. 5.Teachers and students are also encouraged to use internet and smart mobile to keep themselves abreast of the latest development. 6.The classes are usually interactive with the students coming up with their own view innovative ideas and viewpoints with the guidance of the teacher. 7.Through the various clubs such as cultural club, eco-friendly club, Socio English club, women club. Students are given the opportunity to participate in many activities thereby promoting independent learning.
<p>2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.</p> <p>Response: 100</p>
<p>2.3.2.1 Number of teachers using ICT</p> <p>Response: 9</p>

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 56.72

2.3.3.1 Number of mentors

Response: 18

2.3.4 Innovation and creativity in teaching-learning

Response:

- 1.Emphasis is laid on project workgroup decision, quiz, seminar, excursion publication of students teacher articles in college magazine as 'UDDGAR'.
- 2.The student and faculty of the college are exposed to an advanced level of knowledge and skill by arranging expert lectures, seminar, conferences, workshop, etc.
- 3.A faculty member is encouraged by deputing them to attend refresher/orientation courses, seminars, and workshops and to read magazines, journals, research papers within and outside the states.
- 4.Faculty member teacher of the college attends and presented papers in workshop seminar at state, national and international level.
- 5.To make them innovative and creative thinking. Students are encouraged to participate in the college annual function, University youth festival, debate, essay writing, drawing model, photography competition and other extracurricular activities like NSS and Red Cross.
- 6.To make promotes student innovation and creativity or scientific thinking. The college has organized 'Anand Mela' and Science exhibition in the present year 2018-2019 and gives the prize for best model and presenter.
- 7.The college follows a well planned academic calendar. The academic calendar provides a balance between academic and non-academic activities teaching and examination schedule. Every faculty member prepares a lesson plan for every theory subject.

2.4 Teacher Profile and Quality

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

Response: 71.59

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 17.78**2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	2	1	1

File Description**Document**

List of number of full time teachers with PhD and number of full time teachers for 5 years

[View Document](#)**2.4.3 Teaching experience per full time teacher in number of years****Response: 18.4****2.4.3.1 Total experience of full-time teachers**

Response: 165.6

File Description**Document**

Any additional information

[View Document](#)**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response: 33.33****2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)

e-copies of award letters (scanned or soft copy)

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the**

last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

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 student at the time of admission.
3. All information about the college is also available on the College website.
4. Schedule of internal assessment is displayed on the notice board and faculties mention in the classroom during their teaching making it sure that information regarding evaluation reaches to students in time.
5. In this way, the college ensures that all the stakeholders are well aware of the fact of the evaluation process is operated in the institution.
6. The evaluation exam will be conducted for so nearly as stipulated by the universities norms and per exam (10 % weight age) the average is calculated as the final exam.
7. 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 awaiting them.
8. In PG classes each student is encouraged to be creative in the presentation of their subjects to boost their self-confidence.

9. The college has increased benefits to the students by adhering strictly to the vision and mission of the institution.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

1. As per Atal Bihari Vajpayee University norms, a comprehensive evaluation is done in every yearly exam and semester.
2. Scores in internet test and exam are allotted which indicate their progress
3. Assignment in PG classes and UG project work in the environment are given reflected in advanced and the timely submission is ensured by the concerned teacher.
4. PG students are reflected in their presentation, seminar workshop, viva-voce and timely submission of assignment and project work.
5. Whenever some progressive programs are arranged on annual function and programs by NSS and Red Cross, etc.
6. Institution conducted many motivational class, lecture to be good for students, the principal and professors addresses the students to motivate them.
7. A good student to be disciplined and ways to improve their personality and give them the opportunity to address the gathering to develop communication skill and confidence.
8. The progress of the student is discussed in a parent teacher meeting.
9. The attendance is 75 % for all the subjects' courses is compulsory.
10. Last year universities has decided two hour per-exam usually conducted in the first week of December January for 10 % wightage in the final paper or exam.

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

Response:

- There is the provision of revaluation for UG are PG students in university examination.
- All grievances regarding internal test or class test are redressed by the respective teacher.
- Implementation of two unit tests and two internal exams before the annual examination in UG and PG courses, in M.Com class students, has prepared field survey to make their creative and incorporation of assignment in each subject in PG classes.
- Minimum 90-95 days teaching classes per semester.
- The inclusion of CCTV cameras continuous monitoring of activities of examination section and spot evaluation process.
- Identifies the entry of the unauthorized person into the examination time.
- Regular monitoring by principal or exam superintendent and other faculty members.
- Suggestion-complain box is kept at a common assessable location for the student who wants to express their grievance and yet want to maintain their anonymity in case they do not want to reveal their identity.

- Continuous evaluation ensures students involvement and progress.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

- The college is affiliated to the Atal Bihari Vajpayee University and hence the pattern prescribed by the University is strictly followed. The university provides an academic calendar that specifies the date of commencement and end of the classes for each yearly exam and semester in PG along with the government holidays.
- Based on the norms set by the University the principal, Board of Studies member and the HODs decide on the internal examination dates and dates for other academic activities like ethics, cultural, Sports program, etc.
- The college time table is prepared by facilitating the teachers to allow sufficient time for each subject as per the workload (syllabus) allotted by the University.
- This time table is given to each teacher and every department and show the notice board for every student of the college ensure that they stick to the schedule.
- The Academic calendar is well planned in advance and is outlined in a detailed. The college functions and adheres to the minimum number of working days and teaching days.
- A work diary is maintained every day by the teachers individually, according to the classes taken by them as per the indicators of the student performance.
- The college has an excellent work culture and therefore it seldom faces difficulties in completing the curriculum within the planned time frame of the calendar.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

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.

Though there is no formal mechanism to assess the student's knowledge and skills still the faculties in the initial few lectures assess it through the student ability to cope up with the course and program outcomes.

File Description	Document
COs for all courses (exemplars from Glossary)	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

- The college is responsible for collecting the data on student performance on the basis of the result obtained in the annual exam
- Department and faculties form and design the future course of action in the light of the result of the students.
- The college offers academy guidance to those students who fail to get admission. They complete their programs to reappear as private students conducted by the University and also form enrollment ratio for each course in the entry level.
- The evaluation system and student feedback ensure that the course's objectives are received through proper channel to the students.
- Many of our students have participated in intercollegiate festival sports of state, national and international level and have brought accolades to the Institution.

2.6.3 Average pass percentage of Students

Response: 62.76

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 182

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 290

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

List of project and grant details

[View Document](#)

3.1.2 Percentage of teachers recognised as research guides at present

Response: 0

3.1.2.1 Number of teachers recognised as research guides

3.1.3 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 9

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Our college has taken various initiatives for the creation and transfer of knowledge to the students. College

is organizing field trips, industry visits in order to give them practical knowledge of the subjects. Students are encouraged to take research-oriented projects in order to cultivate analytical skills. Assignment for ISA is also research oriented. Transfer of knowledge is also done with the help of the workshops on research methodology; guest lectures and students are encouraged to participate in the seminars which are organized by the College through various department and associations/cells on a regular basis. College also subscribes to subject journals, e-journals and other online resources to update the knowledge of the students. There is no separate incubation center in the College but wi-fi facility is extended to the students in order to facilitate e-learning.

- To make learning more student critical thinking and creativity skills are promoted and developed through seminar project, field work, UG in science and PG group discussion, debates, competition, quiz and preparing the speech for class seminar/discussion.
- Students are encouraged to participate in the University youth festival, college annual function, poetical recitation, an essay writing competition and other extracurricular activities like NSS and Red Cross Society.
- PG student and teacher and staff have decided own dress code, show everyone is equal and decent.
- One or two classes of the classroom are equipped with LCD projector, sound system and green board to facilities the students.
- Students who are interested in creative writing are encouraged by the language teacher to write college magazines.
- Last year published of students and teachers article in college magazine 'UDDGAR' to increase the interest and involvement of student at every level.
- The open land in the college has been converted into greenery by the environmentally conscious student.
- The central library is rich in reference books and journals. Internet facility is provided to all faculty member and students.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 2

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	2	0	0	0

File Description

Document

List of workshops/seminars during the last 5 years

[View Document](#)

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**Response:** No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards**Response:** No**3.3.3 Number of Ph.D.s awarded per teacher during the last five years****Response:** 1

3.3.3.1 How many Ph.Ds awarded within last five years

Response: 2

3.3.3.2 Number of teachers recognized as guides during the last five years

Response: 2

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years**Response:** 2.11

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

2017-18	2016-17	2015-16	2014-15	2013-14
2	4	5	7	1

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in

national/international conference proceedings per teacher during the last five years**Response:** 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

List books and chapters in edited volumes / books published

[View Document](#)**3.4 Extension Activities****3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

The college conducts different extension activities in the neighborhood community in terms of impact and sensitizing activities through the NSS unit and Red Cross Society of the college.

- The NSS unit of the college organized following extension activities regularly; dengue fever awareness, cleanliness drive, distribution or plantation of plants, environment awareness programme, rallies, vote awareness Program, etc.
- The NSS student is also take up the responsibility of maintaining discipline any sharing college function and regular days.
- Apart from these activities, the college organizes socio-cultural activities like women empowerment program ‘????? ????????? ???? ???? ?? ?????? ?? ????????? ?????? ?????????? ? 181 ?? ??????’ and voter awareness rally, etc.
- The NSS (National Service Scheme) conduct annual camp in the neighboring village for seven days which helps them to mingle with the village and rural people to understand their lifestyle and needs better.
- Extension lectures on social evil with outside or arranged to create awareness among the students.
- The students are also encouraged to participate – Plantation of trees inside the campus as well as in the adopted neighborhood, healthy, environment awareness camp, Swachh Bharat Abhiyan, awareness rally, Aids awareness program, Anti-tobacco and drugs, dengue fever, etc.
- All the significant dates such as environment day, International yoga day, Teacher Day, Gandhi Jayanti, ?????????? ?????????? ?????, ?????????? ????? ?????, ????? ?????, surgical strike day, Hindi Divas, NSS day, etc are celebrated periodically to familiarize a student with the values of our ancestor and traditions.
- The study of environmental science as a compulsory paper in UG 1st year in the curriculum helps

the student to gain theoretical knowledge on the concept that affects the society nowadays.

- These activities kindle the patriotic spirit of the students, develop self-confidence, self-discipline, self-respect, commitment devotion teamwork and hard work also and tend to follow ethics in their personal and professional life.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

Number of awards for extension activities in last 5 years

[View Document](#)

3.4.3 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 last five years

Response: 94

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

2017-18	2016-17	2015-16	2014-15	2013-14
22	23	19	15	15

File Description

Document

Number of extension and outreach programs conducted with industry,community etc for the last five years

[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0.37

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
5	3	3	2	2

File Description

Document

Average percentage of students participating in extension activities with Govt or NGO etc

[View Document](#)

3.5 Collaboration

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

Response: 6

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	1	0	2

File Description

Document

Number of Collaborative activities for research, faculty etc

[View Document](#)

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The policy of Institution is to develop infrastructure facilities for teaching-learning are as follows

Infrastructure	Facilities
Areas of the college building	13.4 Acre
classrooms	1,675 sq m
Laboratories	7
Seminar/Conference Hall	2
central library	1
departmental library	4
IQAC department	1
principal chamber	1
Vice Principal chamber	1
Departments	5
staff room	1
central office	1
sports hall	1
girls' common room	1
smart classroom	2
competitive exam cell	1
NSS office	1
computer with Inverter	0
Garden	3
LCD projector	2
CD player /TV	3
water cooler	2
generator	1

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

Response:

The college has well laid out facilities for indoor and outdoor games and sports. The indoor games facilities include the following, 1. One court for shuttle badminton 2. Caroms and chess. The following are the facilities for outdoor games. 1. Ground for playing Kho-Kho 2. Open ground for playing Cricket and practice net for Cricket. Utilizing all these facilities, the college has been conducting the following tournaments for encouraging sports talent among the students. The College encourages the students to participate in the special coaching classes during vacation. The indoor and outdoor auditorium can also be

used to conduct various cultural activities. College cultural fest, sports day, athletic meet, yoga training and such activities are conducted anytime the ground or the auditorium is free. The participation of the students in various sports events is evident by their performance the following activities.

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

Response: 20

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 72.69

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
9.54	19.66	13.93	1.19	4.76

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

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

Response:

The library of Rajiv Gandhi Government Arts And Commerce College is spacious and present in the main building of the college. The College has an advisory committee for Library, consists of senior faculty as convener and three members from teaching faculty and Librarian as a member. The Committee meets at regular intervals to decide the purchase, infrastructural development and improvisation of Library. The

library has 26671 books and 50 Journals. The reference book, textbook and books for competitive exams are indexed, categorized according to programs and subjects. All books are coded by accession number. A dedicated staff helps the students find the necessary books. The working hour of the library is from 10.30 am to 5.30 pm. The students are able to access the library physically during the library hours. The newspaper and magazines and bulletins etc. are also issued on the college I card to the students. Also, the students are allowed to borrow the limited copies of the books for some days which can be replaced frequently. The question paper sets are also made available for the students to prepare the exam. The special compartments are made subject wise for reading and studying purpose for the staff. The college staff has the authority to explore the library facility limitless.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The Library of Rajiv Gandhi Government Arts And Commerce College makes all efforts to acquire useful books including rare books and other knowledge resources to enrich its collection. Central Library has a collection of rare and hard to come by works on number of subjects along with modern first editions and decorative sets and bindings. The special collection in the library provides for research interests and subject specializations of students and faculties. The library has 26671 books and 50 Journals. The reference book, textbook and books for competitive exams are indexed, categorized according to programs and subjects. All books are coded by accession number.

4.2.3 Does the institution have the following:

- 1.e-journals**
- 2.e-ShodhSindhu**
- 3.Shodhganga Membership**
- 4.e-books**
- 5.Databases**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 4.06

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
4.67	5.64	5.22	2.05	2.73

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: No

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 1.26

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 13

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has IT facilities to get better the teaching and learning process. Therefore our campus is upgraded with all the necessary IT facilities. The computer lab is equipped with 7 computers with the required software and antivirus. The computer lab is powered by UPS to ensure uninterrupted usage of computers. 2 LCD projector equipped classes is available to provide effective teaching for the students. Faculty members are using powerpoint presentations, videos etc in the classrooms to enhance learning. Scanners, printers, Xerox facility is available and faculty members can use this facility for official purpose. The college campus is WI-FI enabled. Faculty members can access Wi-Fi anywhere in the campus to gain additional information and download information related to the curriculum and also to enhance their knowledge about their subject. The college campus is under 20 CCTV surveillance to ensure transparency as well as safety to all its members. Students are encouraged to use IT infrastructure in the best possible way to their learning.

4.3.2 Student - Computer ratio

Response: 145.86

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: >=50 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support

facilities excluding salary component, as a percentage during the last five years**Response:** 82.45

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

2017-18	2016-17	2015-16	2014-15	2013-14
10.28	20.57	14.19	1.79	5.51

File Description**Document**

Details about assigned budget and expenditure on physical facilities and academic facilities

[View Document](#)**4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.****Response:**

- The physical facility including laboratories, classroom and computers, etc. are made available for the students.
- The classroom which part of the teaching and learning process. The classroom boards and furniture are utilized regularly by the students but sometimes it is also made available for the other governmental and non-governmental organization for conducting the exams like Jan Bhagidari Samiti, etc. 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 maintained by the gardener appointed by the college.
- The college has limited number of the computer with Internet connection and the distribution in different local like principal office, library, and the department also.
- The ICT smart classrooms also available. The maintenance of UPS and the generator is regularly. Electrical and plumbing related maintenance is done with the help of local skill 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 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 them for a competitive exam and motivates them for attempt competitive exam, etc. The maintenance of this department done with free of cost.

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 69.18

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

2017-18	2016-17	2015-16	2014-15	2013-14
647	601	565	490	429

File Description

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

Document

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 69.18

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
647	601	565	490	429

File Description

Any additional information

Document

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching

- 5. Language lab
- 6. Bridge courses
- 7. Yoga and meditation
- 8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 1.18

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

2017-18	2016-17	2015-16	2014-15	2013-14
60	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0.2

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	9	0	0	0

File Description	Document
Details of the students benefitted by VET	View Document

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

Response: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

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

Response: 1.38

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	5	2	0	4

File Description	Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 91.21

5.2.2.1 Number of outgoing students progressing to higher education

Response: 166

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 7

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

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	0	0	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

- 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 sport office in charge to guide the students. Other professor is also giving 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 organized in December or January month. The students also participate actively in drama, dance (single/group), song (single/group) on the eve of annual function and other celebration. In the different event at the college level, they are also awarded for best performance. The college organized cultural week as per academic calendar.
- The teacher supports and gives suggestion to improve their inner quality.
- Various committees - IQAC, RUSA, Anti-ragging committee, Student grievance redressal cell, Womens cell, anti-ragging cell, anti-sexual harassment 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 important committees.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 28

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
28	28	28	28	28

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Alumni Association of Rajiv Gandhi Government Arts and Commerce College is active since 2017-18. It's constituted on 14 September 2017 and Mr. Hari Shankar Singh Raj, IQAC coordinator is convenor. It has the following objectives, structures, and functions.

Objectives:-

1. To Co-operate with College in carrying out the activities for the benefit of the students and College.
2. To work towards the achievements of better result and placement of the students.
3. To have better interaction/relation between teachers and Alumni this will help for the improvement and development of the College.
4. To raise finance to be used for the benefit of the students.
5. To organize educational, cultural and sports activities for the benefit of the students.
6. To help in the improvement of the college.
7. To help needy students in kind or finance.
8. To take the problems of the students to the higher authorities on the recommendation of Principal.
9. To suggest, recommended ways and means for better teaching and functioning of the college.
10. To carry out any other activities in the interest of the students, staff, and college with their prior permission from the Principal of the College.

Structure of Alumni Committee:- The Alumni shall be constituted as follows

1. Convenor-Teacher
- 2.02 Teacher Members
- 3.02 Alumni Members.

Functions of Committee: The Convenor of Alumni Committee organized alumni meeting every year. The other functions of the committee are;

1. To undertake activities for the development and benefit of College and students.
2. To carry out activities to improve the existing position of the college.
3. To help needy students in terms of finance/books etc, that will help to pursue higher studies.
4. To carry out any other activities in the interest of the students and institution.
5. All the activities have to be carried out with the Permission of the Principal.
6. While convening Alumni General Body Meeting the Alumni Committee Meeting, Principal would have to be informed and if Principal permits, the activities would be carried out. And highlights of the meeting are published in the various newspaper.

In this connection, in all four Alumni meetings are held in the following days;

1. 18 September 2017.
2. 21st December 2018.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description

Document

Alumni association audited statements

[View Document](#)

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 1

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description

Document

Number of Alumni Association / Chapters meetings conducted during the last five years

[View Document](#)

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

The vision statement of the college is

“Servo Gyaneya Bhavah (????? ????????)”

The vision of the college is to serve the education equally gives to all students. The majority of the students enrolled in this college belong to the scheduled caste, Scheduled tribe and OBC coming from 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 an 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 disadvantaged class of society.

6.1.2 The institution practices decentralization and participative management

Response:

In our college, each activity takes place through the meeting of the respective committee. The teachers and the staff have been involved in the process of 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 does their work under the rule and regulation of the government. Besides under the skill development programme, there is a decentralized system in our college. Initially, the college students and teachers make student development program. In BA-IIInd year student, Kumari Sandhya Banjare has made wonderful things by waste material. Her skill development program has organized by IQAC every Thursday in a week. The other students respond very well. IQAC has organized for a good future for our student in our college. The student has prepared for competition. We are available coaching center name PAHAL. Our college professor has developed learning, speaking, reading skill and motivated by students to participate in or admitted different type of competition. The college IQAC also gives advice for the development of the institution

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

To address the demand of society and provide greater exposure to students, field trips/ study tours are organized. The college has strategically planned to construct new buildings and modernize the facility in the classrooms and laboratories. A comprehensive proposal of Rs. 92.60 lac regarding this has been prepared and submitted to Higher education Commissioner Office.

The proposal consists of

1. Start of new PG courses and updating of UG departments to PG level,
2. Modernization and strengthening of laboratories,
3. Establishment of new laboratories for existing as well as proposed programs,
4. Modernization of classrooms,
5. Updation of learning resources,
6. Separate Toilet blocks for boys and girls,
7. Upgradation of Computer Labs,
8. Modernization and strengthening of libraries, and Institutional Reforms (e-governance in admission, examination, finance and accounts)
9. Special Guest lectures are arranged to enlighten the students on different topics envisaged in the syllabus. These are planned well in advance and executed.

Every academic year the Department of History conducts a study tour/ field trip for students. The students are submitted declaration form from parents. A study report is prepared and submitted to the Head of History department.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The management of the college has the following processes

- Teaching learning process
- Recruitment process
- Promotion of teacher and staff
- Administrative freedom
- Financial support
- Evaluation of teacher

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

6.2.3 Implementation of e-governance in areas of operation

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

- A. All 5 of the above
- B. Any 4 of the above
- C. Any 3 of the above
- D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

Various committees are formed with the teaching and non-teaching staff and student to groom their scale. They are explained below

Admission, teaching & learning: - The college gives most importance to teaching-learning process and its improvement. The rules and regulation formed by the government are strictly followed for student admission. For the proper understanding of the subject matter and walk-talk method of teaching. Presentation by student, debates etc is the method adopted. The teachers are given full permission to enrich their knowledge through seminar, refresher and orientation.

Internal examination committee: - The examination committee is responsible for preparing the time table as per the date is given by Atal Bihari Vajpayee University, Bilaspur. The members decide the date for the

two internal and pre-final examinations. The university decided last year to collect the internal examination marks weight for the final exam. Final marks which shall be uploaded in the university portal.

Cultural committee and sports committee: - The responsibility of the cultural committee includes planning annual function and other cultural activities. The sports committee is headed by the teachers. The student skilled are identified and sent to represent the college at inter-college and university state and national level.

Community engagement: - The College engages the students through NSS and Red Cross Society for social service by organizing the camp in different rural areas. Our students are educated about environmental awareness, women empowerment, health hygiene awareness etc.

6.3 Faculty Empowerment Strategies

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

Response:

The Welfare facility available for the college staff is as per state government rule that is mentioned below:

- The teaching and non-teaching staff are granted the different types of leaves such as casual leave, earned leave, medical leave, etc. All other facilities are given to state employee
- 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
- A canteen is provided inside in campus with suitable rates to provide refreshment for student and college staff.
- Provisions of maternity leave going to the staff.
- Duty leave is given if applicable.

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

Response: 0

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

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document

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

Response: 15

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

2017-18	2016-17	2015-16	2014-15	2013-14
15	15	15	15	15

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 20

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	3	0	1

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

1. 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.
2. 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, Raipur.
3. 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.).
4. Non-teaching staff like the librarian, office staff, support staff, etc. are given any appraisal forms

6.4 Financial Management and Resource Mobilization**6.4.1 Institution conducts internal and external financial audits regularly****Response:**

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.

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

Response: 52.03

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

2017-18	2016-17	2015-16	2014-15	2013-14
15.61	9.41	10.58	8.34	8.09

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document

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

Response:

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.

6.5 Internal Quality Assurance System

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

Response:

- In 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. Two or three proposals were submitted to UGC for National seminar and national workshop. We also prepare a minor project in commerce and science department. College registered in 'Swachh Campus' competition organized by MHRD.
- Secondly, 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. As we are decided in every Saturday IQAC organized the cultural activity and the students have motivated to participate and develop their skills and ability. Last year (2017-18) and present year (2018-19) IQAC committee organized continuously special lecture series related to the various subject for a student to improve their personality. In this way, The IQAC has contributed significant work in the college

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

Response:

1. 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.

2. 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.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	2	0	0	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
2. **Academic Administrative Audit (AAA) and initiation of follow up action**
3. **Participation in NIRF**
4. **ISO Certification**
5. **NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above**Response:** E. None of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (in case of first cycle) Post accreditation quality initiatives (second and subsequent cycles)**Response:**

The college ensures progress in every academic session. The institution has started in Sep 1984 with only arts faculty. Now the college provides knowledge in the present year 1070 students. The college has grown to offer post graduation course in MA in History, MA in political, MA in Hindi literature and M.Com.

The strength of college faculty member in terms of qualification in previous the teaching standard. The faculty member is improving their qualification PG to M.Phil and Ph.D. (Most of Professor are registered Ph.D. program from Atal Bihari Vajpayee University) and NET, SLET, SET. The staff members are motivated in the active in skill development programme and paper presentation at seminar and workshop and to conduct workshop and seminar in college. Moreover, most of our college faculty member completed refresher courses, orientation programme for up gradation and overall quality improvement in their subject and relevant subject.

The teachers also are given equal support to the student for the field of study and in terms of the good result. The advanced and slow learner are identified and give extra facilities are taken every year to upgrade the standard of the teaching-learning process. We also focus on the extracurricular and curriculum activities such as NSS and Red Cross Society. The NSS student learns sustainability by attending campus organized in remote areas. The NSS unit also has adopted a village every year. Red Cross Society has to conduct Social awareness program, health awareness programme regularly.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 4

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	0	0	0	0

File Description

List of gender equity promotion programs organized by the institution

Document

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

1. The college is a coeducation Institution and college is aware of the burning issue of gender equity. The college is aware of and sensitive towards women issues. Some of the committee involved in this regards are women cell, anti-ragging cell, discipline cell, sexual harassment cell, etc. and ensures discipline, law and order within the college premises.

2. The college building is monitored by 20 CCTV surveillance. There are cameras in the entry of the college corridor, library and also in all classrooms. This making campus completely safe.

3. In women cell, in the college women staff has been a member. The council regularly motivate student on the gender issue. The girl students are encouraged to be confident and find a solution to their problem which may also be related to the gender issue.

4. The college has a well-established girl common room to facilitate female student. The rooms are very comfortable to give female students a place to relax study and informal discussion also. The girl's common room is provided separate washroom facility, sanitary napkin vending machine.

7.1.3 Alternate Energy initiatives such as:**1. Percentage of annual power requirement of the Institution met by the renewable energy sources****Response:** 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 30

File Description**Document**

Details of power requirement of the Institution met by renewable energy sources

[View Document](#)**7.1.4 Percentage of annual lighting power requirements met through LED bulbs****Response:** 60

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 6

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 10

File Description**Document**

Details of lighting power requirements met through LED bulbs

[View Document](#)**7.1.5 Waste Management steps including:**

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The college has a separate cleaning and waste management department. Cleaning helpers are hired on contract basis as per government rule. 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.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The College has made a project on rain water harvesting. Our College building has one such project which collects water of roof area for recharging ground water of college campus. The college creates awareness among students to conserve water. Water is also used for the plants and trees in the campus. Water from the roof of the buildings is directed underground to rejuvenate underground water and also bore wells in the campus. Excess rain water flowing down the drains is directed to a small lake which is located behind the college. Recycling is done from the lake. As indicated earlier, rainwater harvesting is made an integral part of the building plans and insisted upon during construction.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

Most of the college students are using the bicycle for the up and down purpose from home to college and some of the students are using public transport facilities by buses for up and down. Most of the college staff and students preferred own vehicles and pedestrian friendly roads.

Plastic-free campus: The college plans to make the campus plastic free in near future.

Paperless office: The college also plans to make the paperless office in near future. All the office communication (notices, circular, report etc) are routed using digital communication like email, SMS, Whatsapp group, etc.

Green Landscaping with trees and plants: The campus has a large number of trees of a different variety with green lawns. Every year in July and August sufficient trees are planted by principal, staff and NSS volunteer including other students. The college is also trying to develop a botanical garden with the help of B.Sc. student. Most office staff members are donating very useful and beautiful plants to make our campus green eco-friendly campus.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response:** 1.57

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.1	0.1	0.1	0.1	0.1

File Description**Document**

Details of expenditure on green initiatives and waste management during the last five years

[View Document](#)**7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:**

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above**B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** C. At least 4 of the above**File Description****Document**

Resources available in the institution for Divyangjan

[View Document](#)**7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years**

Response: 22

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	4	4	4	4

File Description**Document**

Number of Specific initiatives to address locational advantages and disadvantages

[View Document](#)**7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)****Response: 0**

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

7.1.12**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff****Response: Yes****7.1.13 Display of core values in the institution and on its website****Response: Yes****7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations****Response: Yes**

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: No

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 95

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
22	23	19	16	15

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The programs on the occasion of birth anniversary and death anniversary of national leaders, great Indian personalities and reformers are organized in the college to get knowledge and to improve the moral values among the student. These special days are also celebrated along with an organized special lecture by guest or professors. In a competition like debates, essay writing, speech and drawing etc. most of the student participated. The much of the student participated in World Environment Day, Teacher Day, Hindi Diwas, Saraswati Puja, Guru Ghasidash Jayanti, and National Unity Day; NSS Establishment day. We are also celebrating along with the national festival as Independence Day, Republic Day, Gandhi Jayanti with

honor and respect our nation.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The college maintains the transparency in its financial, academic, administrative and auxiliary function at its level.

The college offers three courses through related to Modern Education values. At the time of admission, the student pays the fees according to the rules of Atal Bihari Vajpayee University and government and receipt of accepted fees is given to the student.

The scholarship hand over to student through e-payment method that is the scholarship is directly transferred to the individual student account as such from the government and show the financial year transparency.

The salary of teaching and non-teaching staff and other college activities is credited in their respective cultural program also the financial transaction is done with the vouchers and checks.

The administrative body of the college is formed very well. The principal is the head of the Institution and looks after every this teaching, non-teaching and office activities.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Institutional Best Practice–I

Title of the Practice: National Service Scheme (NSS)

Objectives of the Practice

The College has a strong NSS wing working under the NSS Cell, Atal Bihari Vajpayee University, Bilaspur. The college promotes NSS for overall development and character building of the students as well as to extend its activity at the community level. NSS is the platform for community service. The college has adopted the Budhwara, Bhatapara, Venkat Navagao, Parswara as a gode Gram for its extension activity. This is the rural population to which the college belongs. Hence under NSS, the college promotes extension work bringing together the campus and the community. The college follows Regular Activity and Special Camp Activity for migration of Baiga tribe from Achanakamar Tiger Reserve to Bokra Kachhar (Khudia) near Khudia dam. NSS identify the needs and problems of the community and involve them in problem-solving and help them to develop among themselves a sense of social and civic

responsibility. Such activities help them to gain skills in mobilizing community participation and practice national integration and social harmony.

The Context

The activities need to be scheduled as per the convenience of the women who are otherwise engaged as domestic helpers or the girl children busy with the household chores. Sufficient mobilization is needed to introduce new ideas to the girl children as they lose interest very easily. Organizing health awareness programme is equally challenging as they seem to hold a strong affinity to the age-old misconceptions regarding female health pertaining to puberty and motherhood. The planning and designing of programs need to be done accordingly.

The Practice

NSS through the Regular Activity and Special Camp activity involve the teachers, students and the dwellers of the Navadeeh Lapti, Parswara, Jamunahi, Budhavara, Bokra Kachhar (Khudia) (adapted for 7 days camp) in Health Awareness Programmes, 'Beti Bachao and Beti Padao' Nasha Mukti Abhiyan, Tree Plantation Day, Skill development through workshops and formation Self-help Group Cultural programmes involving the students and the rural people

Swachha Bharat Mission- keeping the college campus and surrounding clean through awareness generation. No Plastic campaigns (College to declare its campus as Plastic Free Zone). Clean Campus Mission- Awareness Programme with the hawkers around the college campus and Gode gram about how to keep the locality clean by using bins and discarding the use of carrying bags). Surveys among the rural people of gode gram on health, education, employment, the population of animals and environmental awareness.

Plastic-free campus and drive for introducing paper bags replacing plastic bags and earthen pots replacing plastic tea cups. The NSS volunteers and women from the rural areas would be involved in this mission. They will prepare paper bags to the college and the hawkers around the college. In the present academic year 2018-19, village Saristal adapted for the 7-day camp.

Evidence of Success

The college has concentrated mainly on the empowerment of women and girl children of the slum. The NSS cell for over two years has concentrated mainly on the skill development of women and girl children. Workshops have been organized from time to time in the college campus on making bukey from waster paper.

Problems Encountered and Resources Required

The NSS Cell of the college has a separate committee with energetic young and senior teachers. The Programme Officer of NSS takes decisions on regular activities and special camp activities through periodic meetings. Apart from this sometimes the Volunteers find it difficult to encourage the female crowd to invest adequate time in learning skills. This is mainly because the female crowd is working as domestic helpers.

Notes

The campus- community interaction serves encourages social mixing among a diversified crowd

promoting communal harmony and on the other hand such frequent interactions and visit the college campus by the young girls raise enthusiasm among them to join higher college of study for a better future.

Institutional Best Practice–II

Title of the Practice: Career guidance through competition classes.

Objectives of the Practice

This practice helps students with career guidance, confidence building, expand and enrich the knowledge base of the students, and prepare them for various competitive exams as most of the students belong to the rural background.

The Context

After completing graduation and post graduation, some students face problems in the selection of a career. In this context, college starts regular competitive class with the motto of career guidance. Our college belongs to the rural area where most of the students from below middle-class environment where the biggest problem is the economic problem. The main challenging issue is the lack of a large room or auditorium.

The Practice

The college starts competition classes in 2017 which is absolutely free for every student. We try to change the mentality of parents about women's education. We convince them to teach their girls so that she would stand on her own legs. These classes are open to all girl students. Regular competitive exam classes are conducted in the college.

Evidence of Success

Most students of the college attend the class regularly. Irregular students became regular. This represents evidence of success. Some students are selected in railway, army and other government and non-government agencies.

Problems Encountered and Resources Required

Some students come from far and wide to study in college. Due to the lack of the hostel facility in the college, they come daily from home, so they cannot participate in competitive classes due to limited transport. Due to the lack of a large room or auditorium in college, very few students go to class. Some student feels the academic burden, therefore they could not attend the class regularly.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Career guidance with skill development: - the college is established in 1984 which is the peculiarly present in the rural area. Since the vision of the college is 'Survey Gyaney Bhavah' and the college always works on its vision in the rural area and makes them a responsible citizen. In order to achieve this mission, college is to prepare the student for their future career. The college has started Coaching Centre to remote and rural areas. The students give advice, guidance and skill development to develop their personality through lecture, group discussion, interaction e-learning process, e-learning material, modern tools lecture with a projector, LCD and net connectivity.

Takes old exam question paper and mix new series of question paper and students attempt it and text ideas and improve their skills.

Students are prepared for UPSC, CGPSC, NET, SET, Railway, Vyapam competitive examination. The college organized a lecture on various topics like personality development, motivational speech and show the short motivational movie to interact and enjoy the lecture.

The college has a competitive and career guidance cell with a facility of books and infrastructure made available for students to prepare competitive examination. We are available material, this cell arranges for students to prepare competitive examination and guidance program from time to time. Today our students are working in education, police, railways, administration department, and the select number of students in PSC, assistant professor, respect leader and businessman. The college believes in the policy each and every student is equal, important and take education their rights. Promotes and develops their skill, make them future well planned and awareness of social and national responsibilities.

5. CONCLUSION

Additional Information :

The college has introduced following recommendations for quality enhancement made earlier by the Peer Team visit.

- Some Seminars and Workshops have been organized for the quality improvement of students and faculties.
- Internet connectivity enhanced through Wi-Fi facility.
- ICT is extensively used in teaching and learning within classrooms.
- Improved the grievance redressed system and Placement Cell.
- Scientific laboratories have been modernized.
- Students seminars and assignments are incorporated in syllabi.
- IQAC is very much active in planning and improvement of quality at all levels.
- Recruitment of faculty is done by Directorate of Higher education but the adequate number is maintained by the appointment of part-time / man-day-teacher.

Concluding Remarks :

It is pertinent to know that most of the students come from the rural background; hence, our main objective is to harness the full potential of a young, vibrant population and equip them to contribute significantly in nation's development. Considering sizeable youth population, the Indian government is focusing on bringing agriculture and rural India into the mainstream of our education system. In preparation of NAAC SSR report, faculty and staff of college have tirelessly put in the efforts for the last four months. The present shape of SSR is the conclusion of constant writing, reading and editing by various in-charges.