



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

## **GOVERNMENT REWATI RAMAN MISHRA PG COLLEGE, SURAJPUR**

GOVERNMENT REWATI RAMAN MISHRA PG COLLEGE, NAVAPARA, POST-  
SURAJPUR, DISTRICT-SURAJPUR, STATE- CHHATTISGARH, PIN- 497229  
497229

[www.govtcollegesurajpur.ac.in](http://www.govtcollegesurajpur.ac.in)

**SSR SUBMITTED DATE: 22-07-2022**

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**July 2022**

# 1. EXECUTIVE SUMMARY

---

## 1.1 INTRODUCTION

Govt. R.R.M. P.G. College Surajpur, an institution devoted to meet the needs of higher education in the Surajpur district has attained great heights in the past few years.

Surajpur district was established in 2012. It is 40 km away from divisional headquarter Ambikapur. It is well connected by rail and road. The railway station is known as Surajpur Road. Railway route is Anuppur-Ambikapur branch line.

The college is situated in the tribal belt and majority of students come from tribal and other backward classes. The prime aim of the college is to propagate knowledge to the students in the socially and economically challenged area with the motto “Mother and Motherland are Superior to Heaven”. The number of students in higher education has been on a constant rise, therefore our responsibility has increased. The college was established in 1984. It has Post Graduation in 7 subjects with PGDCA & DCA affiliated to Sant Gahira Guru Vishwavidyalaya, Ambikapur (C.G.). The total strength of the students is around 1516. The college has distinguished faculty, with its commitment to develop a fully equipped centre of learning. The college has established a strong infrastructure: building, library facilities, and a well-managed girls hostel. The green campus has facilitated a calm and peaceful atmosphere for the teaching and learning process. It is a renowned centre for higher learning in the Surajpur region and in the first Cycle of Accreditation Process (5 Nov 2016), with “B” Grade by the NAAC, first among all the colleges in the Surajpur district. The college is PG College since 2017. The Self Study Report (SSR) of Govt. R.R.M. P.G. College Surajpur has been prepared, keeping in view all the seven core values advocated by the NAAC. While preparing the report, care has been taken to reflect objectivity, self-analysis, reflection and professionalism of the college. Basically, it has been a great learning experience for the stakeholders of the college.

### Vision

**The college follows its vision and mission to serve with excellence for students. The governance of the college matches vision and the mission of the college. The college vision and the mission are as follows:**

### VISION

1. Empowerment of common rural students through quality education to meet the global challenges at the lowest cost.
2. Development of leadership qualities.
3. Production of research minded graduates and post graduates

### Mission

The purpose of the institution is to develop quality education and moral values in the students and prepare them as responsible citizens of the nation. To realize the above vision this college works on following mission:

1. To provide quality education to all students irrespective of caste, religion and socio-economic status to uplift the society as a whole.
2. To maintain excellent academic standard through innovation and effective teaching learning method in a pleasant atmosphere.
3. To shape the student as a responsible citizen.
4. To create a learner-friendly environment to make learning a joyful and fruitful experience.
5. To promote scientific skills and academic excellence in this semi urban area.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- The greatest strength of the college is our heritage of good academic work.
- **Infrastructure:** The college has well constructed buildings with 3 ICT smart classrooms for effective teaching-learning activities, ample playing fields, parking slots, cricket stadium, Girls hostel, Girls common room, multipurpose hall, Child day care and first aid room, facilities for divyangjan etc. are some of our strengths. Computers with other accessories and internet facilities are available in the PG departments.
- **Safe and Secured campus:** The entire college campus is safe and secured with CCTV cameras. CCTV cameras are also installed in the class rooms, laboratory, office and veranda.
- **Talented faculty and efficient support staff:** highly qualified, motivated, and professionally strong faculty, some of them with national and internationally recognized teaching and research experience. Excellent capability of non-teaching/ administrative staff to adopt new trends and deliver at any point in time.
- **College Library:** A treasure equipped with a sufficient no. of books, national and international journal subscriptions, access to NLIST/INFLIBNET, and digitization with internet connectivity. A Reading Room facility for students is also available in the library. Separate library is also available for each PG department.
- **Laboratory facility:** A well-established laboratory available in Chemistry, Botany, Zoology, Physics and Computer Science departments.
- **A Hub for Diverse Student Base with other facility beyond Curriculum:** a pool of student community with academic excellence, extracurricular activities, and sports competitions, etc. like vast sports infrastructure with multiple sports facilities, Motivated and dedicated volunteers of National Service Scheme (NSS), Red Ribbon Club, Ek Bharat Shreshtha Bharat, Career Counselling and Placement Cell, registered alumni cell, Effective Grievances redressal mechanism, etc.
- The college is situated in a tribal region and the atmosphere is green, very calm and quiet making it congenial for study.
- The college has 6 UG and 7 PG programs. PG programs run in Chemistry, Botany, Commerce, Hindi, Political Science, Economics and Sociology.
- The College has oxyzone and a prototype aquatic pond for ecological studies. Birds nests are also installed for birds' life protection.
- The student help desk is also available with a few stationary items and photocopies facility available for students.
- The solid and liquid waste of college is collected by Nagar palika to maintain the college campus neat and clean.
- The college is a registered research center of Sant Gahira Guru Viswavidyalaya Surguja, Ambikapur, for Chemistry, Botany, Commerce, Hindi, Political Science, Economics and Sociology.

- Open and indoor stadium and Gymnasium with all facilities.
- Regular feedback obtained and analyzed.
- MoU and Collaboration with other institutes.

### **Institutional Weakness**

- The sanctioned posts of Professor is vacant in PG departments.
- Teacher and student ratio is low.
- The post of regular Lab attendant is vacant in the laboratory.
- No transportation facility for students coming from rural areas.
- Limited research atmosphere is available as less opportunity for faculty to access entrepreneurial training to transform laboratory research into commercial exploitation and R&D collaborations. Research facilities in the college are still in the infancy stage.
- Inadequate campus placement due to poor availability of the corporate sector in this rural tribal region.

### **Institutional Opportunity**

- To Improve the facility for Research as 7 PG departments have been recognized as research centers from affiliating university.
- To develop Consultancy services to provide the expertise of faculties to society.
- Collaborative Activities to enhance academic opportunities.
- Availability of PG courses in various subjects in surrounding 40 KM areas is a big opportunity for graduates.
- PG students are motivated to go for research and to qualify various competitive exams like CSIR-UGC NET, GATE, SET, etc.
- To install Incubation Centre to promote ideas of business and research coming from the students
- Scope for developing Interdisciplinary Research & Teaching.
- To train students to face the challenges ahead of them to bring them to the mainstream.
- Scope for Alumni involvement in college development.
- To start an English lab to enhance the communication skill of students.
- To develop full-fledged courses based on industry needs and skill development.
- Enhancing the sports infrastructure with state-of-the-art indoor and outdoor stadiums.

### **Institutional Challenge**

- To appoint of permanent teachers and other supporting staff.
- To develop entrepreneurship and global competencies through self-employment among students.
- To improve academically weak students to employable one.
- To develop research culture among students.
- To improve political and alumni support to increase funding from government and non-government bodies and Departments.
- To improve lesser Enrolment in B. Com with respect to intake capacity.
- Most of the students are from rural backgrounds and it is a challenge to bring them into the mainstream and to make them enthusiastic.
- To provide more classrooms and labs to fulfill present needs.

- To Strengthen the interface between the college and various industries and entrepreneurs.
- To take the output of the research to society.
- To increase the number of job-oriented courses.
- Maximum faculty members should go for research.
- Maximum number of students should qualify VYAPAM PSC/UPSC/SSC examinations.
- To increase the number of National/International seminars/conferences etc.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

The college is under Higher Education Department (HED), Government of Chhattisgarh, Raipur and is affiliated to Sant Gahira Guru Vishwavidyalaya, Ambikapur. The college follows the undergraduate syllabus designed by Central Board of Studies, HED, Raipur and PG programs syllabus (CBCS mode) is provided by the university. The college adopts the academic calendar of the higher education department of Chhattisgarh government. In every academic year an Internal Evaluation Committee is constituted for the continuous internal evaluation (CIE). Student induction program is conducted for the newly admitted students. All the faculty members prepare teaching plans and maintain the daily diary. The college organizes internal examinations like unit tests, quarterly and half yearly examinations. Each PG department organizes departmental seminars, group discussions and educational tours. Regular meetings of the department with the principal are held to monitor effective curriculum delivery. College has a sufficient number of classrooms, well-equipped laboratories, ICT rooms, LAN & Wi-Fi connectivity. To strengthen the curricular delivery system webinar, seminar and guest lectures are organized. All science departments have constituted KECs (Knowledge Enrichment Circle) for advanced learners. The regular faculties of college complete their induction program, refresher course and faculty development programs. Faculty of the college are working as members in several committees of the college and university. Teachers of the college participate in academic council, BoS, Setting of question papers for UG/PG programs, Assessment/evaluation process, design and development of curriculum of the affiliating University. The university integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum. In the first year undergraduate program, environmental studies paper is compulsory. Research methodology, social outreach and skill development, intellectual property rights and dissertation papers are compulsory for semester programs. The college organizes various programs such as Women's Health and hygiene, Personality Development, Self-protection, Yoga training etc. College also organizes various extension activities through NSS, Ek Bharat- Shreshtha Bharat and Red Ribbon club to inculcate human values and professional Ethics. Regular feedback is taken from teachers, students, parents, staff and alumni on the curriculum delivery and follow up action is taken after the analyzing the feedback .

### Teaching-learning and Evaluation

The college is committed to improve student's ability by providing quality education. The college adopts student centric methods of teaching-learning and co-curricular activities. The college exhibits an efficient mechanism to ensure a transparent and efficient assessment and evaluation process. All faculty members prepare the teaching plan before the beginning of classes for effective teaching. The college practices various student's centric methods such as experiential learning, participative learning and problem-solving methodologies for enriching learning experiences. The college regularly assesses learning levels of advanced and slow learners through unit tests, CCA, end-semester exam, assignments, presentations, viva-voce exam for

PG students and unit tests and half yearly exam for UG students. Advanced learners are encouraged for in depth reading and participate in co-curricular activities such as class discussion and presentations for UG and PG students. The KECs is implemented in all science departments for advance learners. The university syllabus includes project work, field-work, seminars, dissertation and social outreach programs. All faculty members use ICT tools like digital writing pad, PPT, desktop, laptops, smart mobile, webcam, speaker, audio-video-lectures, OHP, virtual labs, YouTube link to impart effective teaching and learning. The college is well equipped with three ICT rooms with smart classrooms. All the faculties use Google classroom, Google meet, Zoom, Teachmint and HECG online app as online teaching platforms. The college is an active member of INFLIBNET services providing e-books, e-journals, e-magazines and e-contents. The college is equipped with 45 computers for academic and 6 for administrative purposes. The internal evaluation includes unit test, half yearly, terminal exam for UG students and unit test, CCA tests, seminars, social outreach activities for PG students under CBCS pattern. The evaluated answer copies and model answers are shown and discussed with the students. The marks obtained by the students in internal assessment are recorded periodically in the register by the concerned department. The annual and semester examination answer copies are evaluated by the university and the grievances raised by the students are resolved by revaluation process of answer copies and retotaling of marks. All meritorious students are felicitated with prizes and certificates during the college annual function.

### **Research, Innovations and Extension**

The college has created an ecosystem for research, innovations and extension. All PG departments are recognized as research centers by the university. Two faculties (chemistry and zoology) are research guides. All PG students participate in project works, social outreach & skill development, dissertation for research approach. The department of chemistry organized a 05 days international workshop on experimental techniques. The college has a well-equipped science laboratories and about 1200 books for academic and research purposes. Five faculties are registered for Ph.D. programs. The college has one MoU with CIPET, Korba and one institutional collaboration with Shivnath Science College, Rajnandgaon (C.G.) for the promotion of academic, training and research activities. Faculty members completed orientation/induction program, refresher course, faculty development programs and participated in several national and international conferences, seminars, webinars, workshops. Different committees and departments organize webinars, guest lectures and workshops. Interdisciplinary minor research project on social problems has jointly started funded by the college Janbhagidari Samiti. Two research papers have been published by the chemistry and zoology faculty. Under innovative activity, zoology students are trained to preserve naturally dead animals, collect local insects to prepare insect boxes and maintain aquariums. Botany students collect local seed varieties for preparation of departmental gene bank and the department has developed an artificial small pond in the college campus for ecology and environmental research. The university syllabus has a compulsory paper of Research methodology for research promotion. Career Guidance & Placement cell runs twitter account with ID @PgGovt for latest update. For extension activities, the college works with NSS, Ek Bharat-Shreshtha Bharat, Systematic Voters Education and Electoral Participation (SVEEP), Red Ribbon Club and different college committees to develop the spirit of social services. NSS works for plantation, cleanliness drive, AIDS awareness, health check-up, distribution of mask, sanitizer, several social awareness programs etc., SVEEP activities for voter awareness, Fit-India movement for yoga and health awareness, legal literacy for gender sensitization, Red Ribbon Club for blood donation awareness and Ek Bharat Shreshtha Bharat for interstate cultural and social activities. College organizes annual functions, different events, sports and cultural activities, summer internships etc. throughout the year.

## **Infrastructure and Learning Resources**

The college is situated at Navapara, Surajpur acquiring 10.56 Hectare of land area and has adequate infrastructure facilities for teaching and learning. The college buildings and girls hostel is equipped with CCTV cameras and fire extinguishers. The college campus has a garden surrounded by a boundary wall. The college also has bore wells and RO system for drinking water. The college building has a proper electricity facility with energy saving electrical equipments. The college premises have a bicycle and motor vehicle stand. The college has notice boards, complaint boxes and “Thought of the day” boards. The college has an old building with 17 rooms having a principal room, office room, account section, seminar hall, NSS room, girls common room, toilets, class rooms, arts and commerce departments. The New RUSA building has 20 rooms with partitions having examination control room, smart classrooms with ICT facility, classrooms, science departments, girls common room, laboratories, toilets and veranda for use for science laboratory purposes. There are five laboratories in the college in which experimental learning is going on in a proper way. There is a laboratory for Chemistry, Botany, Zoology, Physics, and the computer department. There are sufficient instruments and experimental materials available in the laboratories. All teaching staff members use the ICT in the smart classrooms. The college has a well-furnished library automated with KOHA software. The college uses subscribed N-list, Inflibnet with journals, e-journals, e-books, e- magazines, e-ShodhSindhu, Shodhganga membership etc. All PG Departments have their own departmental library. The college has several facilities like projector set, computers, photocopy, scanner, printer, refrigerators, TV, CCTVs, general repairing and gardening equipments etc. Currently IsolNet has laid down in the college for internet and wi-fi connectivity. The computers are maintained by the recognized firms to ensure maximum utilization of these computers. The Institution has adequate facilities for cultural activities, sports, yoga center, stadium, games (indoor & outdoor), gymnasium and cycle stand. The college organizes cultural activities such as solo dance, group dance, solo song, group song, drawing, debate, fancy dress, rangoli, painting, mehndi, quiz, poster making, essay writing, slogan writing, sangeet and drama preparation etc.

## **Student Support and Progression**

The college believes in youth empowerment through active participation of students at college, university, district and state level in various co-curricular activities. The students are benefited by scholarships provided by the state Government. The Student Union is constituted by the college as per the instructions of Higher Education Department, Raipur. The student’s representatives encourage other students to participate in several events and also encourage them to maintain a green and plastic-free campus by following the rules and regulations of the college. The NSS volunteers along with the student representatives organize several activities like sports, cultural events, social and plantation drives. The ‘Blue Brigade’ along with NSS volunteers supports local villagers and families of urban areas for immunization, health, nutrition, sanitation and learning of childrens. The college also has EK Bharat-Shrestha Bharat (EBSB) unit pairing with Govt. Arts and Commerce college Kachhal, Gujarat. Red Ribbon Club organizes campaigns through rallies, poster presentations, enacting plays, debates and group discussions for AIDS awareness among the local residents and student community. The college develops capacity building and skills enhancement initiatives like soft skills, communication skills, yoga, physical fitness, health and hygiene. The college also promotes placement of outgoing students, students progressing to higher education, ICT, computing skills, guidance for competitive examinations and career counselling through career guidance and placement cell. The students have qualified in state and national level examinations. The students are awarded with medals and certificates for outstanding performance in sports and cultural activities at inter-university, state and national level. The college has the functional online/offline grievance portal for its timely redressal through grievance committee with zero tolerance policy. The college has registered an Alumni Association for the development of the institution. The

alumni of the college are serving various posts in administration, education, professional services, entrepreneurship, politics etc. The alumni of the college offer support to the college in the form of cash, books, water cooler, fan and other student supportive items. The college website has an alumni registration link. The alumni contribute in policy making by their representation in the statutory and academic committees such as IQAC and Janbhagidari samiti.

### **Governance, Leadership and Management**

The vision of college is empowerment of common rural students through quality education and the mission is to develop responsible citizens of the nation with moral values. The college principal is the supreme head with DDO authority. The college has various functional committees and cells to support the academic & administrative work. The principal monitors the work with different committees for the proper execution of plans and college management. The principal has a team of IQAC coordinator, departmental heads, head clerk and accountant to assist the governance of the college. The college administration is fully transparent, participative and decentralized. The admission and examination process are completely under the supervision of the principal. The college emphasizes on enhanced teaching and learning methodology by the introduction of new academic programs, infrastructure, research, employability, co-curricular activities, MoU, mobilization of funds and alumni association. The non-government Janbhagidari fund is utilized for the smooth functioning of teaching-learning process and self-financed programs like PGDCA and DCA. The college NSS unit organizes camp and adopts one village every year. The IQAC conducts curricular and co-curricular activities through proper planning and regular monitoring. The teaching and non-teaching appointments are through government and local Janbhagidari samiti. The college has effective welfare measures for teaching and non-teaching staffs such as medical leave, EPF, gratuity, maternity leave, Encashment of EL, timely salary, duty leave, TA/DA, Uniform for Peon and Security Guards. The college teachers are provided with financial support to complete academic enhancement programs. The college follows a performance based comprehensive appraisal system for teaching and non-teaching staff through API/PBAS of faculties, feedback from students and monitoring of non-teaching staffs by principal. The college conducts internal and external financial audits by Audit General and HED, Chhattisgarh Government regularly. The office accountant checks and verifies the records of receipts & payments in the account ledger on daily basis. The college has well functioned IQAC to enhance the quality of college activities by collecting feedback from faculties, staff, students, parents and alumni at the end of session and making action plans after analysis. The college receives funds from Government, PD, RUSA and Janbhagidari.

### **Institutional Values and Best Practices**

The college provides co-education with consistently more girls admission. 30% reservation for girls are offered during admission. The college is aware of girls safety through programs from Team Rakshak of police department, legal counsel and CDPO office, Surajpur. The college offers Help-desk facility, suggestion and complaint box. The anti-sexual harassment and anti-ragging committee is constituted. The college uniform is compulsory for all students. The college has a facility of Day care child room, girls common-room with attached toilet, sanitary pads, first aid medicines and has 100 bedded girls hostel. Webinars are organized on gender sensitization and counseling to girls. The college implements the use of LED bulbs, power efficient equipment, solar energy, wheeling to the grid facilities. The college has proper management of degradable and non-degradable waste through SLRM (Solid & Liquid Resource Management) center, Surajpur. The college has proper rain water harvesting, borewell and well-maintained water distribution system. College has a green and plastic free campus with pedestrian friendly pathways and bicycle stands. Energy and Green audits have



been performed by the concerned authority. The environmental promotion activities are performed by plantation, cleanliness drive by the students and NSS volunteers. College has developed disabled-friendly environment through wheelchair, crutches, divyangjan friendly ramps, washrooms, staff assistance, reader and scribe. The college has sensitized the students to cultural, regional, linguistic, communal and socio-economic diversities of the state and nation through celebration of cultural and regional festivals, teachers and staff participation in student's family festivals and rituals. The college organizes national and international commemorative days, events, festivals and several events on constitutional obligations like Independence Day, Republic Day, Gandhi Jayanti, Human Rights Day etc. The college has implemented a code of conduct for students, teachers and staff.

**Best Practice 1-** The science departments distribute old practical covers to reduce financial load on students, reduce environmental pollution, develop awareness for 3R (Reuse, Recycle and Reduce) and reduce the storage area in the department.

**Best Practice 2-** The college promotes blood donation awareness among students and staff to save the life of any needy persons in emergency and serve for the welfare of the society.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT REWATI RAMAN MISHRA PG COLLEGE, SURAJPUR
Address	Government Rewati Raman Mishra PG College, Navapara, Post- Surajpur, District-Surajpur, State-Chhattisgarh, PIN- 497229
City	Surajpur
State	Chhattisgarh
Pin	497229
Website	<a href="http://www.govtcollegesurajpur.ac.in">www.govtcollegesurajpur.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	S. S. Agrawal	07775-266657	9425585792	-	pri.gdc.surajpur@gmail.com
IQAC / CIQA coordinator	Chandan Kumar	-	7209792982	-	chandantri@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**

Date of establishment of the college	27-08-1984
--------------------------------------	------------

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

State	University name	Document
Chhattisgarh	Sant Gahira Guru Vishwavidyalaya Sarguja	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	22-10-1994	<a href="#">View Document</a>
12B of UGC	22-10-1994	<a href="#">View Document</a>

**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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Government Rewati Raman Mishra PG College, Navapara, Post- Surajpur, District-Surajpur, State- Chhattisgarh, PIN- 497229	Semi-urban	26.112	33369.32

## 2.2 ACADEMIC INFORMATION

NAAC

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Zoology	36	Higher Secondary	English,Hindi	175	175
UG	BSc,Physics	36	Higher Secondary	English,Hindi	35	34
UG	BSc,Mathematics	36	Higher Secondary	English,Hindi	35	34
UG	BCA,Computer Application	36	Higher Secondary	English,Hindi	60	57
UG	BA,History	36	Higher Secondary	English,Hindi	220	111
UG	BA,English	36	Higher Secondary	English,Hindi	220	219
PG	MSc,Botany	24	Graduation	English,Hindi	25	25
PG	MSc,Chemistry	24	Graduation	English,Hindi	30	30
PG	MCom,Commerce	24	Graduation	English,Hindi	40	16
PG	MA,Economics	24	Graduation	English,Hindi	40	3
PG	MA,Political Science	24	Graduation	English,Hindi	40	7
PG	MA,Sociology	24	Graduation	English,Hindi	40	10
PG	MA,Hindi	24	Graduation	English,Hindi	40	9
PG Diploma recognised by statutory authority including university	PGDCA,Computer Application	12	Graduation	English,Hindi	50	7

**Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	8				0				14			
Recruited	1	0	0	1	0	0	0	0	6	2	0	8
Yet to Recruit	7				0				6			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government			19	
Recruited	5	0	0	5
Yet to Recruit			14	
Sanctioned by the Management/Society or Other Authorized Bodies			10	
Recruited	6	3	0	9
Yet to Recruit			1	

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				3
Recruited	2	0	0	2
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	3	1	0	5
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	1	1	0	2
UG	0	0	0	0	0	0	0	0	0	0

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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	2	3	0	5
PG	0	0	0	0	0	0	6	1	0	7
UG	0	0	0	0	0	0	0	0	0	0

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

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



Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	515	0	0	0	515
	Female	755	0	0	0	755
	Others	0	0	0	0	0
PG	Male	73	0	0	0	73
	Female	163	0	0	0	163
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	3	0	0	0	3
	Female	4	0	0	0	4
	Others	0	0	0	0	0
Diploma	Male	3	0	0	0	3
	Female	0	0	0	0	0
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	32	35	24	24
	Female	52	48	46	24
	Others	0	0	0	0
ST	Male	153	162	135	149
	Female	325	254	226	198
	Others	0	0	0	0
OBC	Male	339	277	242	259
	Female	435	373	276	247
	Others	0	0	0	0
General	Male	72	76	56	75
	Female	108	98	72	75
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
<b>Total</b>		<b>1516</b>	<b>1323</b>	<b>1077</b>	<b>1051</b>

### **Institutional preparedness for NEP**

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The vision and mission of the college fulfills the motto by providing best education and learning methods for the holistic development of the students. The participation of students, teaching and non-teaching staff in extension activities, social outreach, skill development programs, national and international conferences, workshops, seminars, webinars, social meetings, physical fitness practices, discussions and debates on social, ethical issues and soft skills. To meet the challenges of 21st century, a well-rounded individual with critical capacities such as intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner. The college provides an effective learning platform for students</p>
--	---

	<p>by broadening the horizons of education beyond their subject knowledge by offering CBCS courses at all PG programmes. The CBCS allows students to choose their subjects from fundamental to advanced level including performing course and curriculum projects in interdisciplinary and applied subjects for example project work by all PG and BCA students. The PG students perform dissertation/project work and are engaged with laboratory training and community services in the adjoining villages. The students visit and disseminate knowledge and information about women education, empowerment, health, personal hygiene, caring and educating of old people, water conservation, energy conservation and Swachhta Abhiyan. The above practice provides an equal opportunity for students to enhance knowledge, develop skills, build self-confidence so as to create a positive temperament and develop a deep impact on their life. The college faculty is engaged in interdisciplinary/multidisciplinary research projects on thrust areas of social economic issues such as innovative technological solutions for control of termites by formulation of termiticide besides carrying forward the research in fundamental and applied science in academic collaboration with other departments. The college has initiated skill development activities in multidisciplinary subjects encompassing Physics, Chemistry, Mathematics, Botany, Zoology and Computer applications where students from any stream can acquire extra skills in the interdisciplinary subjects of their choice. The college started Interdisciplinary Study and Research Form (ISRF) in science, commerce, arts and computer faculties.</p>
2. Academic bank of credits (ABC):	<p>The college follows the statutes and guidelines of HED, Raipur (C.G) and adopts instructions of Sant Gahira Guru Vishwavidyalaya, Ambikapur, Surguja (C.G.) for various programs such as student admission, teaching-learning instructions, examination and evaluation processes. The college administration welcomes and appreciates the concept of academic bank of credits as proposed in NEP 2020 and shall adopt the same later whenever introduced by the HED and university in forthcoming academic sessions.</p>
3. Skill development:	<p>The college has planned to start VAC (Value aided course) to develop additional opportunities for the</p>

	<p>skill development of their stockholders. The college faculty tries their level best for imparting the right values in students by adopting the practices that promote women's empowerment, ensure eco friendly and environmentally sustainable campus and inculcate social responsibility through several outreach programs. Offering an inclusive environment promoting tolerance and reverence towards diversities, sensitization of students towards constitutional obligations as responsible citizens, undertaking green initiatives including vigorous plantation drives, management of the green gold of the campus and effective facilities for the management of degradable and non-degradable waste are an integral component of the College. To shape the students as ambassadors of community welfare, the college undertakes various extension programs like NSS, Red Ribbon club and SWEEP. The students play an active role in creating awareness among the local population about COVID, environment awareness, HIV-AIDS, other dreadful diseases, road safety, conservation and management of natural resources in addition to cleanliness and blood donation drives. The college follows the university syllabus in which paper-IV (Social outreach and skill development) is compulsory for all PG courses.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Chhattisgarh is identified as a herbal state surrounded by several dams, valleys, hills and dense forest. The languages spoken by the inhabitants of this state are Chhattisgarhi, Halbi, Gondi, Kurukh and Hindi. Though the language of “Chhattisgarhi” is used by natives, which is easily plausible by other residents of Chhattisgarh. The common language of communication used for instructions in offline and online teaching is Hindi followed by English. All the faculties, irrespective of their linguistic background, use Hindi and English to impart teaching and mentoring processes. The college organizes several events like world Hindi day, Kabir Jayanti etc. to promote the spread of literature and languages. Moreover, the college library has a collection of a good number of books which are the products of national and international writers on allied subjects. There is a huge repository of books on languages, religion, art, and culture. However, the college faculties will be motivated and encouraged to adopt</p>

	the methods positively if such initiatives are undertaken by the college.
5. Focus on Outcome based education (OBE):	<p>Currently, the mode of education adopted by the college is the conventional system in which students are given grades and rankings compared to each other. Content and performance expectations are based primarily on what has been taught in the class during the academic session. Time and again, it has been realised that the conventional methods beyond the classroom teacher have paid little attention to know whether or not students learn any of the material. Nevertheless, it is again the prerogative of college to adopt an OBE system that is distinguished from the traditional methods by the way it incorporates three elements: theory of education, a systematic structure for education, and a specific approach to instructional practice whenever, decisions are taken by the HED, Raipur and University administration, the college would contribute, in alignment with its vision and mission, in organising the educational system towards what is considered essential for the learners to successfully do at the end of their learning experiences. The primary focus of the proposed OBE system will be on the following skills such as life skills, basic skills, professional, intellectual skills and interpersonal and personal skills with the potential benefits to create a clear expectation of what needs to be accomplished by the end of the course; structure their lessons around the student's needs; determine what credits to award the student; feel responsible for their own learning, and learn more through this individual learning. The Outcomes analysis will involve the analytical reports rigorously based on student performances and satisfaction feedback and employability index. Outcome analysis requires a huge amount of data to be churned and made available at any time, anywhere. It is believed that outcome analysis will help to find gaps and carry out continuous improvement to align with the mission of NEP 2020.</p>
6. Distance education/online education:	<p>The college doesn't run distance education but during COVID-19 situation online classes were conducted regularly. COVID-19 affected everyone in the past two years, setting a new normal not only in societal living but also in way the college disseminate education and develop skill-sets. The college has</p>

successfully performed its academic as well as administrative duties even throughout the complete lockdown periods. A plethora of online platforms was floated from the tech world to provide education through online mode along with setting-up of virtual labs to continue theoretical as well as practical education of the students and the college faculty fully utilized the online teaching platforms and kept performing their academic duties whilst delivering online lectures through modules such as Google-meet, Teachmint, Zoom etc. Classes through video conferencing, online meetings, mentoring, and creating e-content have been a tremendous experience for all the stakeholders (students, faculty, administrative officers, and non-teaching staff) in the college. The college faculty used resources (Internet services, Power point presentations, Projectors, Smart boards, Smart writing pads etc. at a personal level as well as from the college support to develop their skills for teaching with appropriate behavior during COVID-19 pandemic or online teaching. This experience obviously is potentially enough to offer vocational courses through open and distance learning (ODL) and Distance education/online education in view of NEP 2020.

## Extended Profile

---

### 1 Program

#### 1.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
419	419	419	419	353
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	14	14	14	12

### 2 Students

#### 2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1516	1323	1077	1051	1074
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
633	595	588	570	517

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

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

2020-21	2019-20	2018-19	2017-18	2016-17
361	335	220	149	173

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
22	22	22	22	19

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
22	22	22	22	19

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls



**Response: 20**

**4.2**

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

2020-21	2019-20	2018-19	2017-18	2016-17
16.18	85.17	48.50	103.74	45.32

**4.3**

**Number of Computers**

**Response: 39**

NAAC

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

The Institution ensures effective curriculum delivery through a well planned and documented process. The college is under the Department of Higher Education, Government of Chhattisgarh and is affiliated to Sant Gahira Guru Vishwavidyalaya, Ambikapur (Formerly Sarguja Vishwavidyalaya, Ambikapur) and follows the prescribed curriculum and syllabus of the same. For undergraduate programs like B.A., B.Sc., B.Com. and B.C.A. the syllabus is designed by Central Board of Studies, Department of Higher Education, Government of Chhattisgarh which is forwarded by the university to the college and for all PG programs (CBCS mode), the syllabus is provided by the university and followed by the college. Faculty of the college are working as members in several committees of the college/university. Faculty members of the college perform a monthly division of the whole curriculum of each paper and prepare teaching plans. All the faculty members mention a monthly proposed curriculum in their daily diary. Faculty members teach according to the proposed curriculum and they do signature after mentioning the status of prescribed curriculum whether completed/incompleted and the principal certifies it in a monthly report or daily diary. The college prepares an academic calendar based on the prescribed calendar provided by the Department of Higher Education, Government of Chhattisgarh. The college organizes internal examinations like unit tests, quarterly and half yearly examinations as per the HED academic calendar. Question papers of half-yearly/model examinations are prepared based on the annual examination pattern. The faculties of the college also provide question banks and other study materials to the students every year in order to enhance their questions solving ability and writing skills to prepare them for the final examinations. Each PG department organizes departmental seminars, group discussions, and educational tour/field trips for effective delivery of curriculum in a well-planned manner. Periodic meetings of IQAC meetings are also organized to review the academic progress of teaching-learning, among other things. Regular meetings of the department with the principal are held to monitor effective curriculum delivery and to address any difficulty faced in curricular transactions. Regular feedback is taken from teachers, students and alumni on the curriculum to make the teaching-learning process best suited. College has a sufficient number of classrooms and a well-equipped laboratories, ICT rooms with internet facility, LAN & Wi-Fi connectivity. Guest lecturers are appointed against vacant posts of Assistant Professor and Professors as per the instructions from Commissioner, Department of Higher Education, Government of Chhattisgarh. Webinar/Seminar/ Guest lectures are organized by the college to strengthen the curricular delivery system.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

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

The college is permanently affiliated to Sant Gahira Guru Vishwavidyalaya Sarguja, Ambikapur. Academic calendar is provided by the Higher Education Department of Chhattisgarh Government and is applicable to the entire state. College adopts the academic calendar as it is published by the higher education department of Chhattisgarh government. Before the commencement of every academic year, the IQAC prepares the internal academic calendar of the college in accordance with the academic calendar of the higher education department of Chhattisgarh government. In every academic year an Internal Evaluation Committee is formed. Which works for the better conduction of CIE. The IQAC prepares the academic calendar and it is displayed on the website and notice board of the college. A copy of the academic calendar is provided to every faculty for proper implementation. The academic calendar specifies the teaching learning schedule of every academic year and continuous internal evaluation. For each faculty, a student induction program is conducted for the newly admitted students to make them aware of various facilities, rules and regulations, examination related activities and other co-curricular activities. The principal of the college regularly conducts meetings of various college committees to ensure the better functioning of the curricular and co-curricular activities. To run online classes smoothly during COVID situation, there are various Whatsapp groups subject wise to share online classes link, study materials and other academic/online co-curricular activities information. Students are encouraged to visit the college website for the latest update information of college. Academic calendar is followed by the faculty and students to adhere to the completion of academic activities. Under the continuous internal evaluation (CIE) regular unit tests are organized by the faculty member quarterly and half yearly examinations are conducted by the college according to academic calendar. In this way teachers can identify advanced learners and slow learners. In addition, extra classes are organized for slow learners to give them extra academic attention. With a view to give an academic platform to advance learners in different subjects. All science departments of the college have constituted KECs (Knowledge Enrichment Circle). A faculty member of the department concerned acts as the coordinator of KEC and the advanced learners of that particular department are taken as members. This circle meets on a quarterly basis to discuss and share advanced level knowledge in the subject area concerned. The regular faculties of college complete their orientation/ induction program, Refresher course and faculty Development Programs as per UGC, New Delhi and HED, Chhattisgarh norms for skill upgradation/updating knowledge.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

- 1. Academic council/BoS of Affiliating university**
- 2. Setting of question papers for UG/PG programs**
- 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**4. Assessment /evaluation process of the affiliating University****Response:** B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.2 Academic Flexibility****1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****Response:** 64.29**1.2.1.1 Number of Programmes in which CBCS / Elective course system implemented.****Response:** 9

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.2.2 Number of Add on /Certificate programs offered during the last five years****Response:** 0**1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

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

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years****Response:** 0**1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

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

**File Description****Document**

Details of the students enrolled in Subjects related to certificate/Add-on programs

[View Document](#)**1.3 Curriculum Enrichment****1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

The college follows the curriculum prescribed by the Sant Gahira Guru university, Ambikapur and HED, Government of Chhattisgarh. The university integrates cross-cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the curriculum. According to the syllabus of UG and PG programs, issues relevant to Environment and sustainability are taught as per following -

1. **Undergraduate programs** (BA, B.Sc, B.Com, BCA)- In first year environmental studies paper is compulsory to adopt as one compulsory paper which is related to environment and sustainability.

2. **Post-Graduate programs** (M.A, M.Sc., M.Com.)- semester course Research methodology paper and social outreach and skill development paper, Intellectual Property Right, environment paper and Dissertation paper are compulsory which is related to human values and professional ethics.

(i) M.Sc. Botany syllabus includes systematics, biodiversity, evolution, principles of ecology and environment, pest and agricultural ecology, plant physiology, plant morphology, plant anatomy, developmental biology, flowering physiology, parasitism etc. as Environmental and Sustainability and Human values.

(ii) M.Sc. Chemistry syllabus includes Research methodology & computer application is based on professional ethics, social outreach & skill development and applied chemistry enhances professional ethics, 3rd Semester contains Intellectual property, Human Rights, Tribal studies which are based on Human Values and Environmental Basics & green Chemistry based on environment and sustainability.

(iii) M.Com. syllabus includes advanced accounting, management accounting, research methodology & computer application, marketing management etc. in semester Ist which are related to professional ethics.

(iv) M.A Sociology syllabus includes Gender and society, Perspectives on Indian society etc. as gender values. Syllabus also includes social anthropology, Urban values etc. as Human values. Syllabus also contains research methodology in social research etc. as professional ethics.

(v) M.A Political science syllabus includes Tribal studies, Democracy and human rights etc. as Human values. Syllabus also includes Indian Government and politics, Ethics and politics, social movements and Human values, Indian political thoughts etc. under Political ethics, Gender equality and Human values. The syllabus includes IPR, Foreign policy and international securities as professional ethics.

(vi) M.A Economics syllabus includes Research methodology & computer application is based on professional ethics, Constitutionalism and Indian political system, Tribal studies also covers human values. Micro and macroeconomics, Public economics, Industrial economics, managerial economics, Economics of Insurance, Economics of financial markets and institutions, Agricultural economics, Economics of entrepreneurship etc. as professional ethics. Environmental and forest laws, Agricultural economics, Environmental economics as environment and sustainability.

(vii) M.A Hindi syllabus includes paryavaran avam vaniki vidi and chhayavad as Environmental values.

The college also has conducted various activities/programs on crosscutting issues to supplement the university curriculum, some of these are as follows

**Environmental Sustainability:** The college has an NSS unit which promotes environmental awareness through tree plantation, water conservation, college campus and village cleanliness, plastic-free drives etc. The college has different diversified plant species.

**Gender sensitivity:** The college organizes various gender sensitivity programs such as Women's Health and hygiene, Personality Development, Self-protection, Yoga training etc. For girl's empowerment the district administration prepared 'Team Rakshak' which is for security and safety of college and other females.

**Human values and Professional Ethics:** The college organizes various extension activities through NSS, Ek Bharat Shreshtha Bharat and Red Ribbon club human values and professional Ethics

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field

**work/internship during last five years****Response:** 2.61**1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
11	11	11	11	9

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year****Response:** 46.44**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 704

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.4 Feedback System**

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

**Response:** B. Any 3 of the above

File Description	Document
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

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

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

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 68.88

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

2020-21	2019-20	2018-19	2017-18	2016-17
726	748	590	609	600

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

2020-21	2019-20	2018-19	2017-18	2016-17
1025	975	965	935	850

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

**Response:** 59.02

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

2020-21	2019-20	2018-19	2017-18	2016-17
374	400	333	293	314

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

## 2.2 Catering to Student Diversity

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

#### Response:

During admission, teachers provide necessary guidance regarding choice of the subjects to students. The concerned course teacher helps them to select programs which are useful to them. The students are briefed about the subject content and career options in selecting the same during the student induction program. Initial lectures are specially designed to prepare students to enhance their capacity to understand the subject matter of their programs. The college regularly assesses learning levels of advanced and slow learners through unit tests, CCA, end-semester exams, assignments, presentations, viva-voce exam for PG students and unit tests and half yearly exam for UG students. Thereafter, the advanced learners and slow learners are closely supervised, provided with all the required facilities and guided by faculty members. Advanced learners are encouraged for in depth reading and to participate in co-curricular activities, stimulating class discussion and perform presentations for both UG and PG students. Advanced learners are encouraged to help their weaker classmates. In this way teachers can identify advanced learners and slow learners. In addition, extra classes are organized for slow learners to give them extra academic attention. With a view to give an academic platform to advance learners in different subjects. All science departments of the college have constituted KECs (Knowledge Enrichment Circle). A faculty member of the department concerned acts as the coordinator of KEC and the advanced learners of that particular department are taken as members. This circle meets on a quarterly basis to discuss and share advanced level knowledge in the subject area concerned. Personal counseling is provided by the principal and teachers for all students. Slow learners as per their capability are provided with extra support for their advancement. The college has given clear instruction to all faculties to conduct offline / online classes separately for advanced and slow learners during holidays and vacations. Faculty members try their best to boost the confidence of weak students. Slow learners are encouraged to consult their respective teachers for solutions to their problems. Special attention is focused on the attendance of slow learners. Personal counseling is provided to them for academic improvement by providing lecture notes and video lectures through online platforms as a part of blended learning system for the students having different learning capabilities. All meritorious students are felicitated with prizes and certificates during the college annual function.

For slow learners:

The following key points are considered to identify the slow learner and advanced learner:

1. As per previous board and university exam results.
2. Marks obtained in the unit test and half yearly exam results.
3. By response of the students for oral questions in the classroom by faculties.
4. Attendance percentage in classes.
5. To check their assignments.

For advanced learners:

Advanced learners are encouraged by following methods:

1. KEC constituted.
2. College organizes expert lectures, industrial or skill development training, webinars or online seminars to enhance their knowledge.
3. Additional skill development is provided through powerpoint presentation, field work and livelihood training.
4. Faculty members motivate the student to participate in seminars and training.
5. Students are motivated to use ICT tools such as YouTube, PDF notes, N-List, PG-Pathshala and online class platforms like Google classroom, Google meet, Zoom, Teachmint.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Past link for additional Information	<a href="#">View Document</a>

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

**Response:** 69:1

File Description	Document
Any additional information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

**Response:**

The college focuses on quality education by adapting student centric methods of learning such as quizzes, debates and team work which are reflected in the project work along with co-curricular activities. The college practices various student centric methods such as experiential learning, participative learning and problem solving methodologies to enrich learning experiences. All the science programs integrate practical courses with adequate experimental practice for the students.

Moreover, project work, field-work, seminars, excursions, dissertation, social outreach program, NSS, Red-ribbon club are included in the syllabus. In the beginning of session, academic calendar is provided by

IQAC as per the norms of state higher education department and affiliating University.

All faculty members prepare the teaching plan before the beginning of classes for the effective teaching. The interactive question-answer session is also arranged by the teacher and the students are encouraged to ask questions. All the departments conduct skill development program/social outreach program for PG students. In the faculty of science and computer, there is ample scope for both experiential and practical learning for UG and PG students. In both UG and PG classes, each student does practical individually under the guidance of the teacher. In each U.G. and P.G. programs, there is a compulsory project/dissertation course that provides adequate opportunity to the students for practicing problem solving methodology. In the UG first year syllabus, there is a compulsory paper of environment and human rights as 'Environmental studies' in which project work is assigned to every student. Each student submits this paper project report and gives a viva-voce exam. Under student centric teaching-learning approach, each PG department provides facilities to students to complete their social outreach project and dissertation work in nearby laboratories, institutions and learning centers for their skill development. Institutions provide ample scope for participative learning to all the students through community-based practice.

Student centric teaching learning process adopted by the college is given below:

**1. Team work:** College organizes various student activities to promote the teamwork spirit. Some activities such as NSS camp, village adoption, Tree plantation, Campus cleaning, Mask distribution during COVID situation, COVID awareness rally by following social distancing and COVID protocols, COVID vaccination camp, Swachh Bharat Abhiyan, Driving license camp, social outreach program, dissertation and trainings help students to learn art of living and improve the social and community welfare.

**2. Debates:** Debates are organized on several topics at the college level on different occasions like annual functions. Our students participated and are awarded with prizes at district, division as well as state level competition under SVEEP program.

**3. Project Work:** According to University syllabus all UG first year students are required to submit environmental studies project reports and all PG students must submit their social outreach program project report. After qualifying exams and submitting their project work report in the University, students receive the NSS "C" certificates.

**4. Participation in competition:** The college organize various competition programs.

**5. Field Visit:** The field visit is compulsory for all PG students in social outreach and skill development programs.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

In the current era of information technology, the incorporation of ICT enabled teaching and learning resources are the need of the hour. The ICT based data allows educator to evaluate their efficiency and effectiveness in modern as well as competitive teaching. All the faculties are adopting not only the traditional method of chalk and talk but are well trained to impart the class lectures through ICT based teaching methods. The academic session 2020-2021 was completely affected by Covid-19 pandemic and therefore ICT enabled tools such as computers, mobiles and the internet for teaching and learning process was the best possible option to impart quality education to the students. All the faculties of the college are effectively using ICT enabled tools such as desktop, laptops, smart mobile, mic, webcam, headphones, speaker, digital writing pad, internet, video-lectures, audio-lectures, power point presentations, overhead projector, virtual labs, YouTube link, e-journals, e-books, N-List and e-PG pathshala to impart effective teaching and learning. The college is well equipped with three ICT tools enabled rooms along with a smart classroom setup. All the faculties use Google meet, Google classroom, Zoom meeting, Teachmint, Webex and HECG online app as online teaching platforms and the concerned link for respective classes are shared to the students by whatsapp group. The college is an active member of INFLIBNET services by which faculties and students of the college are highly benefitted in acquiring updated knowledge by a good number of e-books, e-journals, e-magazines and e-contents. The college is equipped with 45 computers for academic purpose and 6 for non-academic purposes.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

**2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year )****Response:** 69:1**2.3.3.1 Number of mentors****Response:** 22

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
<b>Response:</b> 100	
File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)					
<b>Response:</b> 24.98					
2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years					
	2020-21	2019-20	2018-19	2017-18	2016-17
	6	6	7	5	3

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest

completed academic year in number of years)

**Response:** 4.68

#### 2.4.3.1 Total experience of full-time teachers

Response: 103

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

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

**Response:**

The internal assessment includes unit test, half yearly, terminal exam for UG students and unit test, CCA tests, seminars, social outreach report evaluation for PG students under CBCS pattern. The respective subject teachers set the question papers as per the syllabus in accordance with the annual and CBCS semester examination. Internal examination helps subject teachers to analyse the performance of students. All the records related to internal examinations such as attendance sheet, question paper, valued answer books, summary of marksheets are properly maintained by the concerned committee of the department. Model answer and marking scheme is prepared by every subject teacher before valuation. After valuation of answer copies, it is distributed to the students for verification and grievances, if any, are redressed immediately. Unit tests, half yearly exams and CCA tests are very effective steps for internal assessment. The assessment copies after valuation and model answers are shown and discussed with students. The marks obtained by the students in internal assessment tests are recorded periodically in the register by the concerned department. In order to analyse the skill of the students, the day-to-day performance is assessed by the concerned faculty members in the laboratory. At the end of each academic session all the faculty members conduct doubt clearing classes for the students. On the basis of internal assessment, slow and advanced learners are identified and further necessary initiatives are taken accordingly.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

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

**Response:**

The college exhibits an efficient mechanism so as to ensure transparent and efficient assessment process. The internal assessment includes unit test, half yearly, terminal exam for UG students and unit test, CCA tests, seminars and social outreach report evaluation for PG students under CBCS pattern. The respective subject teachers set the question paper as per syllabus in accordance with the annual and CBCS semester examination. Internal examination helps subject teachers to analyse the performance of students. All records related to internal examination such as attendance sheet, question paper, valued answer books, summary of marksheets are properly maintained by the concerned department and committee of the institute. Model answer and marking scheme is prepared by every subject teacher before evaluation. Answer scripts of internal assessment and assignments are discussed with students after evaluation and grievances if any is sorted within the department only, and in case grievances are not addressed satisfactorily, the students are free to approach the head of the college also. Concession in attendance can be claimed by students on medical ground and for participation in extracurricular activities as per the statues of the college.

As per the affiliating university rule following set of mechanisms is inplace to deal with grivances of students related with annual/semester and university examination.

1. Revaluation of answersheet
2. Retotalling of marks
3. Revision of photocopy of evaluated marksheet

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

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

### Response:

There are a total of 14 UG and PG programs in the college under the faculty of science, arts, commerce and computer application. Our college focuses on the outcome of the students by nurturing their values to become a responsible citizen.

In brief program outcomes of some of the UG and PG program is given below:

#### 1. Bachelor of Arts:

- To develop a detailed understanding of the arts field as core disciplines in humanities, social sciences and languages.



- Students will be able to write effectively for a variety of professional and social settings.
- Students will develop an ability to read works of literary and cultural criticism and develop ideas.
- To develop environmental awareness.

## **2. Bachelor of Science:**

- To understand science and the importance of scientific knowledge.
- To solve the problems including planning and execution of a significant project or investigation by appropriate methods.
- Articulate the relationship between different branches of science.

## **3. Bachelor of Commerce**

- To apply basic mathematical and statistical skills to analysis a range of problems in economics actuarial studies, Accounting, Marketing, Management and Finance.
- To make people aware about commercial, economical, taxation laws, consumer movement, rights, duties and laws relating to consumers.
- To understand the problems related to the environment.
- To understand the balance between real and sustainable economic development.
- To make the financial work easy and accurate with the application of computers.

## **4. Master of Commerce**

- To impart the knowledge of basic accounting principles and latest application oriented corporate accounting methods.
- To develop decision making skill through costing methods and practical application of management accounting principles.
- To enhance the horizon of knowledge in various fields of commerce through advertising and sales promotion.
- To create awareness in application oriented research through research methodology.
- To inculcate logical thinking and personality development to accept challenges of the business world.
- To seek suitable careers in management, marketing and entrepreneurship.

## **5. Master of Arts in Sociology**

- To apply sociological concepts in everyday lives.
- The ability to demonstrate sociological understandings.
- To develop the ability to learn about institutions, folkways, mores, culture, social control, social inequality, population composition, population policy, society and culture of India.

## **6. Master of Science in Botany**

- To enhance research and problem solving skills through critical thinking and scientific temperament.
- To understand and apply knowledge of Botany to collect data, analyse and prepare necessary documentation by using instrumental approach.
- To identify issues relevant to the environment and to develop collaborative, team work, ethical

skills to become a lifelong learner.

- To give students exposure to recent developments and advance the topic of the subject by using research methodologies to identify and classify the characters of plants.

## 7. Master of Science in Chemistry

- To know the concept of coordination chemistry, stability and stereochemistry of complexes, structure, bonding and use of polymers along with conformational analysis and their application in the determination of reaction mechanisms.
- To learn about chemical analysis, solvent extraction, separation technique, photochemistry and spectroscopic techniques.
- To orient the students for minor projects and research in different areas of chemistry.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

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

#### Response:

The college evaluates the attainment of program outcomes, program specific outcomes and course outcomes during the year through annual exam, mid-semester exam, end-semester exam, assignment, presentation and viva-voce exam. These are regularly monitored by the feedback received from the students, parents, teachers, employees and alumni. The program specific outcomes are analysed through both curricular and co-curricular performances of the students. There are a total of 14 UG and PG programs in the college under the faculty of Science, Arts, Commerce and computer application in which UG is in annual system and PG is under CBCS semester system. Since first year of college, the academic journey of the students is started through principal's address, induction program, expert lectures and classroom interactions. In order to focus on the outcomes, the students are categorized as slow, average and advanced learners on the basis of their entry level marks. The online feedback of students, parents, teachers and alumni assists the college to evaluate whether the students have properly perceived the content of the curriculum. Ultimately, the program outcomes and course outcomes are evaluated on the basis of final year result of the examination. The annual, CCA and semester examination is the benchmark which helps the college to analyse the program and course outcomes effectively.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional information	<a href="#">View Document</a>

**2.6.3 Average pass percentage of Students during last five years****Response:** 80.35**2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
361	241	203	105	116

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

2020-21	2019-20	2018-19	2017-18	2016-17
361	335	220	149	173

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

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

File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

**Response:** 0.1

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.1	00	00	00	00

**File Description**

**Document**

List of endowments / projects with details of grants

[View Document](#)

e-copies of the grant award letters for sponsored research projects / endowments

[View Document](#)

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 9.09

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 02

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

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

**Response:** 3.13

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

2020-21	2019-20	2018-19	2017-18	2016-17
01	00	00	00	00

### 3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
7	7	7	7	4

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

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

#### Response:

The college has created an ecosystem for research, innovations and other extension initiatives for creation and transfer of knowledge by developing desirable human resources, taking care for creation and dissemination of knowledge. Despite low funding and human resources, the college encourages research and innovation among students and faculties. Faculty members are encouraged to undergo professional development programs like induction program, refresher course, faculty development program and to organize webinars, guest lectures and participate in conferences, seminars and workshops. The Department of Zoology and Botany has jointly started a minor research project on the social problem entitled 'Study of Termiticidal effect of different plant extract' funded by College Janbhagidari Samiti. The college organizes seminar/ webinar/guest lecture for transfer of knowledge time to time. The Department of Chemistry organized a 5 days international workshop on experimental techniques. The college has developed several research laboratories in the respective areas of research. The college has a well-equipped Botany, Chemistry, Zoology and Computer labs for experiential learning and research work. The PG departmental library has about 1200 books for academic and research purposes. The faculty members are also encouraged to guide research activities. All PG departments are recognized as research centers by the affiliating university. Two faculty members of the college currently as research guides by the affiliating university. Five faculties are registered for Ph.D. programs in different universities. Faculty members are also encouraged to go for research publication. The Faculty members of Chemistry and Zoology have published two research papers in reputed international journals. An innovative activity is continuing in the

Department of Zoology, where students are taught to preserve the dead animals by wet and dry preservative methods and also to collect local insects to prepare insect boxes. The Department of Botany is also doing innovative activities by collection of local seed varieties as gene bank preparation and preservation by using seed collection boxes. The Department of Botany has developed an artificial small pond in the college campus and the Department of Zoology has prepared a glass aquarium for ecology and environmental research. The university syllabus has a compulsory paper of research methodology and computer application in 1st Semester (PG Programs) for promoting research. In all PG programs, students participate in project work/ social outreach and skill development/Dissertation which help them to innovate and create knowledge. For experiential learning, well equipped laboratories are available in Zoology, Botany, Chemistry and computer subjects. The college has one MoU with CIPET, Korba for industrial training to PG students and one institutional collaboration with Shivnath Science College, Rajnandgaon (C.G.) for student and teacher exchange and promotion of academic and research activities. Special awareness programs, sessions and coaching are usually conducted by Career Guidance & Placement cell which help the students to move onto a right direction with regards to their careers. A twitter account with ID @PgGovt has been started for latest placement and admission updates by Career Guidance & Placement cell. The NSS unit perform many activities transfer of knowledge. The college has also a plan to establish an incubation centre to facilitate innovation, flexible and economical solutions for various research related problems.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

**Response:** 8

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

2020-21	2019-20	2018-19	2017-18	2016-17
07	01	00	00	00

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

<b>3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years</b>	
<b>Response:</b> 0	
<b>3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years</b>	
Response: 00	
<b>3.3.1.2 Number of teachers recognized as guides during the last five years</b>	
Response: 02	
<b>File Description</b>	<b>Document</b>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL to the research page on HEI website	<a href="#">View Document</a>

<b>3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years</b>				
<b>Response:</b> 0.14				
<b>3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.</b>				
2020-21	2019-20	2018-19	2017-18	2016-17
02	00	01	00	00
<b>File Description</b>	<b>Document</b>			
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>			
Any additional information	<a href="#">View Document</a>			

<b>3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</b>
<b>Response:</b> 0.05
<b>3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in</b>

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

2020-21	2019-20	2018-19	2017-18	2016-17
01	00	00	00	00

<b>File Description</b>	<b>Document</b>
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.4 Extension Activities**

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

**Response:**

The extension and outreach programs are planned and organized by the college in such a way that they supplement the education provided in class room teaching for both UG and PG students. The programs not only teach lessons of life but also provides practical exercise of learning with co-curricular activities and involvement of students in many activities like:

- **NSS**
- **Red Ribbon Club**
- **Ek Bharat Shreshtha Bharat programme**
- **Swacch–Bharat Summer-internship**
- **Cleanliness drive**
- **Voter awareness (SVEEP)**
- **Fit India movement/ Yoga**
- **Social outreach programme etc**

These units take the responsibility of community-based activities. The Red Ribbon Club unit organizes AIDS awareness, talks and rallies, blood-group checking, anti-worm tablet distribution etc. The college is situated in a tribal area so most of the people of villages suffer with illiteracy, superstition, lack of medical facilities and poverty. Various activities are organized by the institution for upliftment of the tribal people and also for holistic development of students through different institutional unit activities from time to time. The NCC unit has been approved but due to COVID situation it will be started in the next academic session. Every year a village is adopted by N.S.S. unit and the whole year faculty and students visit the adopted village. This year Tilsiwan was adopted by the college. Seven days special N.S.S. camp has been organized in this village. Here students learn mutual cooperation with the villagers. They learn to live in limited resources and learn about rural life. Various activities are organized under camp with active cooperation of village people. Following activities are held under these camps -



- **Students rally for Voters**
- **COVID awareness Wide campaign for Swachh Bharat Abhiyan.**
- **AIDS awareness initiative**
- **Health checkup camp Yoga activities**
- **Legal literacy program on POCSO act**
- **Lecture on Environment awareness**
- **Cattle Health Checkup camp**
- **Lecture on Mushroom culture etc.**

Preservation of cultural and ancient knowledge of tribes of nearby villages by our students and faculty is an important activity of outreach programs. They work for leadership and political awareness in the nearby community. NSS campus ambassador of the college visits nearby villages and works for hundred percent voter's participation in elections. They also work for eradication of poverty, illiteracy and AIDS awareness.

In 2020 the college students work hard for Covid-19 awareness among nearby communities like distribution of masks and sanitizers. All other units of the college also work with N.S.S. for outreach programs. NSS volunteers are involved in Life Line Express Health Train activities this year. The institute organizes several awareness programs on campus, such as environment, cleanliness, tree plantation, AIDS, anti-worming etc. NSS unit has organized rangoli, essay and quiz programs at topics like gender issues, Beti Bachao Abhiyan, women's security etc. The college promotes faculty members to organize and conduct different extension activities and workshops at other institutes and nearby villages. For the holistic development of the students sports, games, cultural events, debates and several other activities are also organized by the college time to time.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response: 8**

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

2020-21	2019-20	2018-19	2017-18	2016-17
04	01	01	01	01

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

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

Response: 227

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

2020-21	2019-20	2018-19	2017-18	2016-17
55	49	45	39	39

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 20.66

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

2020-21	2019-20	2018-19	2017-18	2016-17
275	292	185	237	251

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 1

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

2020-21	2019-20	2018-19	2017-18	2016-17
01	00	00	00	00

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 1

##### 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

2020-21	2019-20	2018-19	2017-18	2016-17
01	00	00	00	00

<b>File Description</b>	<b>Document</b>
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

NVAAC

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The college is situated at Navapara, Surajpur and acquiring 10.56 Hectare of land area. College has adequate facilities for teaching and learning process. The college has its own campus with two buildings equipped with CCTV cameras. There are 2 common rooms for girls with all required facilities, separate washrooms for girls, boys and staff members, indoor and outdoor stadiums with an open and indoor gym, yoga cum music room, 8 borewells for water supply, RO water purifiers. The entire campus is covered with greenery all around and is surrounded by a boundary wall. There are a total 51 computer sets available for academic and administrative purposes. The college also has complaint boxes, wheel chair, crutches, fire extinguishers, Divyangjan friendly toilet, notice boards and a board on which "Idea of the Day" is written. Following are the details of the college infrastructure.

**1. Main old-building:** This building was handed over in 1991. Initially, the college was 17 rooms single storey building and in 2013 one big hall was constructed on first floor which was further partitioned into two parts for classroom and lab purpose and currently the lab has been shifted to new RUSA building. It consists of the principal's room, office room, account section, NSS room, Examination control room, physics Laboratory, IQAC/NAAC room, smart seminar room, conference room, Art and commerce departments, 09 class rooms and a big hall, one girl's common room on the first floor.

**2. New Building (RUSA):** This building is single storey and handed over to college in 2019. initially it consisted of 8 big rooms, but later it further partitioned and now totally 20 rooms in it for better utilization. There are 4 labs for zoology, chemistry, botany and computer science, 3 smart classrooms with ICT Facility, 05 classrooms, 4 departments and a girl common room and veranda is also being used for botany, zoology and chemistry lab purposes. All classrooms are equipped with adequate furniture, blackboards/whiteboards, fans, lights, etc.

**3. Library building:** The college has a well-furnished library cum reading room and having sufficient books as per the strength of the college. The library is automated with KOHA software. There are magazines, journals and newspapers also available in the library. It has two floors. The ground floor is used for keeping old books and the library. On the first floor there is a reading room cum library. The college has also subscribed N-List Inflibnet services by which students and staff members are benefitted with e-books, e-journals, e-magazines etc.

**4. cycle stand shed:** The college premises has a cycle stand shed for students and visitors.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

##### Response:

The college has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium and stadium. For cultural programs there is a big hall available in the college. Annual sports and cultural event is organized by the college every year. The college organizes cultural activities as “Yuva Mahotsav” to promote cultural values and preservation of the same. A number of students take part in the cultural programmes such as solo dance, group dance, solo song, group song, drawing, debate, fancy dress, rangoli, painting, mehndi, quiz, and poster making, essay writing, slogan writing, sangeet and drama preparation etc. We give its detail below:

**1. SPORTS FACILITIES-** College encourages sports activities. A number of players have played Division, state and even inter university level. College provides facilities for indoor games as well as outdoor games. Some of the outdoor games are:-

- **Kabaddi**
- **Kho-Kho**
- **Cricket**
- **Football**
- **Volleyball**
- **Athletics**

Some of the indoor games available in college are:

- **Carrom**
- **Table-tennis**
- **Chess**
- **Badminton**

**2. Cultural PROGRAMS-**To conduct cultural activities in the college, there is a cultural committee for this. The committee organizes many cultural programs including literacy events. Some interesting programs by the committee are debate, rangoli, painting, mehndi, quiz, and poster making, essay writing, slogan writing, sangeet and drama preparation etc. There is a separate room for sangeet preparation. The incharge of the cultural committee is Pratibha Kashyap (Asst. Professor, Sociology).

**3. Gymnasium :** There is a very good open and indoor gym equipped with various equipment for physical activities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**LMS, etc. (Data for the latest completed academic year)****Response:** 30**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 6

<b>File Description</b>	<b>Document</b>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)****Response:** 38.44**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
2.72	14.94	33.88	83.76	3.29

<b>File Description</b>	<b>Document</b>
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The college is committed to provide quality education to the students . Library contains sufficient no. of books, various magazines, newspapers and journals, encyclopedias, competition books and old Question Papers for the students. The main aim of the Integrated Library Management System is to provide proper information to the users in short time. The college has subscribed Inflibnet N-list services by which the

students and faculty members are benefitted by e-books, e-journals and other e-contents easily. The college was established in 1984 with one post of Librarian. Since then, there are nearly 33709 books available in the college which comes to 22 books per student .

The library is computerized and automated using the Integrated Library Management System (ILMS) koha, which is a user-friendly and full-featured integrated software. There is no cost for the licensed user. Koha is tried and tested software and has proven stability and scalability and is being used in hundreds of libraries worldwide.

The main features of koha are:

- A full-featured modern integrated library software (ILS).
- Award-winning and free/Open-source Software(no license fee) .
- Simple clear interface for librarians and members (patrons).
- OS is independent of any operating system. Linux, Android, Windows.
- Full MARC21 and UNIMARC support for professional cataloging.
- Multilingual and multi-user support
- Full catalogue, circulation, acquisitions, library stock management.
- Online Access to the catalogue within the campus through computer or mobile .
- Major industry-standard database type (text, RDBMS), SQL, MYSQL.
- Serial management module. Print your barcode. Export and import records.

Currently the PG Departmental library is automated and the library automation for the main library is under progress.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

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

**Response:** A. Any 4 or more of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>



**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)****Response:** 2.37**4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
1.24	5.238	0.265	3.28	1.836

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e-journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year****Response:** 3.71**4.2.4.1 Number of teachers and students using library per day over last one year**

Response: 57

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

There are different digital technological facilities available in the college. Currently IsolNet has laid down its FTTH (Fiber to the home) line in this college for Internet connectivity and Wi-Fi connectivity. There are 03 smart classrooms with ICT Facility, 01 Seminar hall cum smart class room. A well-equipped

computer lab with smart class is also functioning in the college. 01 digitally equipped lab of Physics is also there. The students of the computer department of the college have access to the computer lab. The college building is facilitated with Wi-Fi connectivity. 07 departments of the college have provided computers and other related accessories. All teaching staff members use the ICT in the smart classrooms. The different educational sites are shown to the students with the help of ICT smart class rooms. ICT room is also used to show PPTs, videos and other e-contents Most of the official work is being done with the help of computers. The college regularly maintains the IT facilities.

Following are some basic facilities updated regularly:

Windows & installed softwares are updated regularly.

Computer is formatted on a regular basis.

Anti-virus is regularly installed on computers.

All computers has Quick Heal anti-virus software

Internet connectivity through Wi-Fi as well as LAN is available in the campus.

Internet available in the office, departments and laboratories.

CCTV is installed in every classroom, corridor and outdoors.

College has updated its library with KOHA (open source library management software for circulation, stock management and cataloguing of books.

Website is maintained by Ravi solutions, Durg, Chhattisgarh. College pays fees for maintenance. In this head college spent annually Rs. 5,000/-.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 39:1

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 750 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

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

**Response:** 44.49

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

2020-21	2019-20	2018-19	2017-18	2016-17
19.96	6.84	12.05	18.60	21.89

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

##### 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 college adopts systematic procedures for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports, computers, classrooms etc. There are 51 computers in the college in which 6 computers are used for administrative purposes and remaining 45 for academic purposes. The computers are maintained by the recognized firms to ensure maximum utilization of these computers. There are five laboratories in the college in which experimental learning is going on in a proper way. There is a laboratory for Chemistry, Botany, Zoology, Physics, and the computer department. There are sufficient instruments and experimental materials available in the laboratories. It is a sole responsibility of the officer in-charge of the respective laboratory to update and maintain the respective laboratory. There is a well-equipped library and reading room in the college. There are sufficient books, periodical magazines, journals and newspapers in the library. Library is partially automated with KOHA software. Currently there is a librarian and library committee which makes policies for smooth running of libraries. The library has a drop box where students put their suggestions which in turn are processed by the members of the

library committee. The committee takes appropriate actions in collaboration with the IQAC. The committee analyses the information and takes corrective/improvement measures, if needed. The college has a subscription of N-list inflibnet services by which college students and faculty members are benefited with e-contents. In the sports department facilities for various indoor games such as chess, carom and badminton are available. In our college outdoor games facilities are also available. There is a well maintained sports ground for various outdoor games such as football, volley-ball, cricket, kho-kho, basket-ball and kabaddi etc. Details of cleanliness program-

1. There are eight employees for this purpose. Two of them are government employees and the other six are appointed by JBS. JBS employees clean the campus on a regular basis. They sanitize the classrooms, office, smart class, seminar room, laboratory and veranda. One JBS employee looks after the plants. Sweeper cleans all the 17 toilets daily.
2. Dustbins are kept in the veranda, hall and college building entrance. Students are asked to throw the rough paper in these dustbins. NSS volunteers take part in the cleanliness awareness program held by NSS.
3. Since there is no any lab-attendant against the sanctioned post, so these JBS employees clean the laboratory time-to-time under the supervision of H.O.D. Lab technician also takes care of instruments.
4. Water purifier is maintained from time-to-time.

Details of academic and support facilities-

1. There is an inverter for office purposes.
2. Projectors, Computers, CCTVs, Wi-Fi and anti-virus etc. are maintained by a responsible officer from teaching staff.
3. If there is any mechanical or functional error in above academic and support facilities, the HOD has to write an application to the Principal for its maintenance.
4. A professional mechanic also observes these issues if the problem is not solved.

Maintenance of library and sports facilities

1. There is a book-lifter in this college. He keeps the library maintenance.
2. Currently there is a sports officer appointed by the HED Chhattisgarh. The Maintenance of the sports ground is done under his supervision.
3. Infrastructure and furniture Maintenance:- The building was constructed from state PWD (Public work department). In time-to-time PWD maintains the college building and its white-washes and repairs the building if necessary. The strength of the college is increasing every year. The number of examinees in regular and private classes is increasing every year. So, the furniture is a necessary item to maintain. Keeping this in mind, every year furniture is either purchased or damaged furniture is repaired. The expenditure in the Maintenance head: 2020-2021 is 19.96 Lakh.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

NVAAC

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 49.34

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

2020-21	2019-20	2018-19	2017-18	2016-17
522	747	584	547	532

#### File Description

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

#### Document

[View Document](#)

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

Response: 0

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

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

#### File Description

Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)

#### Document

[View Document](#)

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

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

**Response:** A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:** 14.15

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

2020-21	2019-20	2018-19	2017-18	2016-17
499	142	45	232	9

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

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

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

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

**Response:** 0.79

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

2020-21	2019-20	2018-19	2017-18	2016-17
08	02	01	01	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

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

**Response:** 61.22

#### 5.2.2.1 Number of outgoing student progression to higher education during last five years

**Response:** 221



File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

Response: 65.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
07	04	02	00	01

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

2020-21	2019-20	2018-19	2017-18	2016-17
25	04	02	00	01

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

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

**Response: 2****5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
01	00	00	00	01

<b>File Description</b>	<b>Document</b>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

**5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities following duly established processes and norms (student council, students representation on various bodies)****Response:**

Government Rewati Raman Mishra P.G. College Surajpur believes in youth empowerment through active participation of students in various co-curricular and extra-curricular activities in the institution. The students are involved in a number of activities at college level. At the beginning of every academic year, the Student Union is constituted by the college. The Office Bearers of Student Union are elected as well as nominated as per the Government directives. For the past three years, students securing the highest marks have been nominated as Office Bearers of the Students Union and as Class Representatives. The Student Union comprises President, Vice President, Secretary and Joint Secretary. Apart from this various other student bodies are also constituted by the College for various activities. However in Session 2020-21 due to covid-19 as per instruction of HED Chhattisgarh student union could not be constituted.

The student's representatives encourage and motivate other students to participate in student's oriented activities such as Fresher's welcome, Sarasvati Pooja, Republic day, Independence day, Voters day, Yoga day and Environment day etc. Student representatives assist teachers in making such events successful. The student's representatives also ensure discipline in the college by encouraging students to follow the rules and regulations laid down by the college and insist other students to maintain a green, plastic-free campus simultaneously.

College has a NSS Unit of 100 volunteers. NSS volunteers help in the beautification of the college. With the help of the student's representatives, sports and cultural events, competitions, tree plantations in the college are organized. Planning and execution of NSS camp can be the best example of a student's

involvement in our college. It is the duty of the council to listen to the grievances of the students of the college and take appropriate action for the same. So the student union actively plays an important role in upgrading the image of the college.

The college has 'Blue Brigade' with 20 volunteers along with NSS volunteers support village children and urban families to access essential services like immunization, health and nutrition services, sanitation and continued learning of children. It is the joint initiative of UNICEF and the National Service Scheme (NSS) which campaigns to support women and children during Covid-19 in Chhattisgarh.

College also has EK Bharat Shrestha Bharat (EBSB) unit and as per government guidelines Govt. Arts and Commerce college Kachhal, Gujarat is the pairing state of Chhattisgarh. In this program students share the culture of Chhattisgarh with Gujarat and learn the same thing from them. In the youth festival students perform Gujrati dance.

Another wing of Colleges is the Red Ribbon Club which is composed of student members who work as a team to spread awareness for AIDS among the student community of the College and also among the local residents especially youths. The student members of the Red Ribbon Club hold campaigns through rallies, poster presentations, enacting plays, debates and group discussions to generate AIDS awareness among students.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 20

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

2020-21	2019-20	2018-19	2017-18	2016-17
25	15	25	23	12

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

#### Response:

An alumni association has come into existence in this college since 27-07-2015. The college belongs to a semi-urban area and most people are financially weak so college keeps a membership fee for alumni 100 rupees annually for general members, 1000 rupees lump sum for lifetime membership and 5000 rupees for patron members. This alumni association is registered under the Chhattisgarh Societies Registration Act, 1973 with registration number 122202258879 namely alumni association, Government Rewati Raman Mishra PG college, Surajpur. The Institution nurtures the alumni association to facilitate them to contribute significantly to development of the Institution through financial and non-financial means. Healthy relation between the staff and the alumni is the main source to attract them towards the college. The college motivates and supports the alumni, their parents, and community to maintain healthy relations with the institution in order to increase the number of associations. Now the college has created a web page for the alumni registration. We invite the alumni who are preparing for UPSC, CGPSC, CG-VYAPAM, UGC-NET, CSIR-NET, CGSET, Banking etc. to share experience about preparation among current students. The alumni meet is organized once a year. Alumni visit the college as per their convenience throughout the year. We invite the alumni for mostly common programmes like Yuva Utsav (College Annual Function) etc. every year. The Alumni of the College comprise a mix of homemakers, administrators, educators, professional workers, entrepreneurs, politicians, etc. The College has fairly contributed in the development of its past students in becoming respectable citizens of the society and earning name, fame and money. Therefore, the Alumni of the College also realizes it as their duty to reciprocate to the Colleges' contribution by offering support in the form of cash or other various important means like books, water cooler, fan etc. and they are also willing to contribute valuable experience and expertise of the alumni is shared with the current students of college. The alumni contribute to policy making by their representation in the statutory and academic committees such as IQAC, Janbhagidari Samiti. Hopefully the association would play a significant role to uplift the quality of the college in the future.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years (INR in lakhs)****Response:** E. <1 Lakhs

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>

NAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

The college follows its vision and mission to serve with excellence for students. The governance of the college matches vision and the mission of the college. The college vision and the mission are as follows:

##### VISION

1. Empowerment of common rural students through quality education to meet the global challenges at the lowest cost.
2. Development of leadership qualities.
3. Production of research minded graduates and post graduates

##### MISSION

The purpose of the institution is to develop quality education and moral values in the students and prepare them as responsible citizens of the nation. To realize the above vision this college works on following mission:

1. To provide quality education to all students irrespective of caste, religion and socio-economic status to uplift the society as a whole.
2. To maintain excellent academic standard through innovation and effective teaching learning method in a pleasant atmosphere.
3. To shape the student as a responsible citizen.
4. To create a learner-friendly environment to make learning a joyful and fruitful experience.
5. To promote scientific skills and academic excellence in this semi urban area.

##### Core Values

The college has the following institutional core values:

1. Pursuit of excellence through quality education
2. Empowerment through quality education
3. Academic excellence
4. Social responsibility and awareness
5. Honest and moral integrity

## 6. Faith and trust in its own capabilities

The college is affiliated to Sant Gahira Guru Vishwavidyalaya, Ambikapur, and it has to follow the guidelines of the university and Higher Education Department for admission, curriculum and examination. The local management committee (JBS) helps in the enhancement of the infrastructure and facilities of the college. For the smooth carrying out of the administration and academic process, the principal constitutes various committees and cell. All these committees help out the institution for academic quality enhancement. In the beginning of the session the admission process was accomplished with the help of admission committees. The stake-holders of IQAC like people's representatives, alumni, etc. co-operate in overall college development. IQAC conducts four meetings in each academic session for quality enhancement.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

The college has a strong tradition of participative management. Principal delegates his powers to the head of departments with certain responsibilities. The principal always involves faculty members in decision making. The principal constitutes different committees involving the staff members for the proper execution of plans. Responsibilities are defined and communicated to the staff by the principal. The principal and the coordinator of the various committees actively take part in the working of the college. The principal plays a lead role in the governance of the college along with committee members and keenly observes the day to day working of the college administration & governance. The principal always inspires the staff members in staff council meetings. Principal with the assistance of the office and finance committee looks after the financial expenditure and manages the funds for various developmental activities taking place at the college campus. Organization of internal administration system is given below

Principal			
	IQAC	Staff Council	
Departments	Committees	Office	Library
Head of Department	Coordinator	Asst. Grade 01	Librarian
Members of Department	Members	Asst. Grade 02	Book Lifter
Lab Technician		Asst. Grade. 03	
Lab Attendant		Peon	

Administration is fully transparent and participative, for instance the purchasing system in the college is very transparent and decentralized. There are purchasing rules of the Government of Chhattisgarh. College

follows these rules. Principal has DDO authority. Firstly requirements of all the departments are taken then the purchasing committee invites quotations for concerned requirements. Quotations are passed by the purchasing committee then order is placed. After a quality check of the material supplied by the firms, there is a process of stock entry. After entry the payment is finalized. In the same way, the entire admission process is in the hands of the admission committee. On the basis of merit list students are admitted and reservation policy of the Government is strictly followed. In the examination the Principal is Chief Superintendent and there is a Superintendent for each shift with an Asst. Superintendent. Superintendent of the exam is completely responsible for his shift. Thus there are various committees which perform their works and submit reports to the Principal. In some committees students are also members. Thus the entire administration is decentralized and participative.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The College under the leadership of the Principal, identified major strategic / perspective plans & imperatives and employed necessary efforts to improve the thrust areas like:

1. **Enhanced Teaching and Learning methodology**
2. **Introduction of New Academic Programmes**
3. **Improving Infrastructural Facilities**
4. **Enhancing Research activities**
5. **Employability of the Students**
6. **Co-Curricular Activities**
7. **MoU and collaboration with other institutions**
8. **Extra-Curricular Activities**
9. **Mobilization of non-Governmental Funds**
10. **Alumni Association**



Utilization of Government and non-Government funds has been one of the most important steps of the Strategic Plan. As now RUSA is becoming the funding agency for the institutes of Higher education nation wise, thus we plan a strategic plan to get maximum grant and financial aid for the institutional development. The grant sanctioned by RUSA was 70 lacs utilized for renovation.

The College also utilized its non-governmental Janbhagidari funds for smooth functioning and enhancement of its teaching-learning process. Janbhagidari Lecturers were appointed to share excess teaching load for which the sanctioned faculty strength is not adequately sufficient. The salaries of Janbhagidari Lecturers and Janbhagidari workers were drawn from the non-governmental Janbhagidari fund of the College. This is one of the activities successfully implemented based on the strategic plan. Self-financed programmes like DCA and PGDCA are also running successfully with the help of Janbhagidari Lecturers. The Guest Lecturers are also appointed in the College according to the norms of Higher Education Department, C.G. Govt. & UGC. Thus, the College made concerted efforts to explore various sources to mobilize funds as outlined in its Strategic Plans and has been successful in receiving various types of financial assistance from both the government and non-government sectors for its overall development.

There is also Community Engagement as follows

1. **Regular Field Work by NSS-** The NSS students are placed for regular activity in the college campus. Many times they carry out community development activities in the community.
2. **Village Adoption-**The NSS of the College adopts one village, where they do their activity of community development.
3. **Special camp in village-** One special camp of NSS is organized every year, in which the students of NSS go to get introduced to the village and do their constructive social work there.
4. **Red Ribbon Club-** The College carries out regular activities under Red Ribbon Club. Some of them are blood checking, anti-worm pills distribution, AIDS awareness program and general health and hygiene awareness program.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

**Response:**

The principal is the Academic & Administrative Head of the institution.

The principal is the head of the College administration and the final authority in all academic, administrative & financial matters.

The principal has a team of IQAC Coordinator, Departmental Heads, coordinator of various committees/cells and Head Clerk / Accountant to assist in the governance of the College. The principal convenes meetings and delegates authority to the academic and administrative staff to carry out the assigned tasks within the stipulated time. The principal monitors and tender necessary suggestions and support to the committee and makes sure that the desired outcomes are attained.

**IQAC:** IQAC plays an important role in the conduct of all curricular and co-curricular activities to ensure quality outcomes through proper planning and regular monitoring.

**Heads of the Departments (HoDs):** The HoDs are entrusted with the task of laying down the departmental action plans for each semester / session after discussion with the staff members. HoDs ensure that the syllabus is completed within the scheduled time. HoDs convene departmental meetings from time to time to discuss and plan in advance the execution of teaching plan, syllabus completion, class assignments, internal assessments etc.

**Faculty Members:** The regular faculty members are appointed by CG government and are actively involved in the teaching-learning process. They ensure regular attendance of students and their inclination in studies. Against the sanctioned vacant posts, Guest Lecturers are appointed as per the rules and regulations of State's Higher Education Department. Janbhagidari Teachers are also appointed to support the sanctioned teaching staff.

**Sport officer:** Regular sport officer is appointed by CG government and are actively involved in the sport activities run in the college.

**Librarian:** Regular librarian is appointed by CG government and are actively involved in the smooth functioning of the college library.

**Various committees:** Various functional Committees and Cells established to support the academic & administrative work of College as follows

- **Purchase**
- **Admission committee**
- **Scrap /Write-off**
- **RUSA**
- **Legal literacy**
- **SPARSH**
- **Discipline**
- **Anti-Ragging**
- **Internal Audit**
- **IQAC, NAAC, UGC, Media Cell**
- **Student Union**
- **Career Guidance & Counselling**
- **Placement cell**

- **Right to Information**
- **Ek Bharat Shreshtha Bharat**
- **Internal exam Cell**
- **SC-ST Cell**
- **Grievance Redressal**
- **Cultural Activity**
- **YUVA UTSAV and literature activity**
- **Teacher Parents**
- **Cleanness**
- **Library**
- **LOK SEVA GUARANTEE**
- **Sports**
- **NSS, YRC/RRC and ECO Club**
- **Seminar Cell, SWAYAM PRAKOSTH**
- **Alumni**
- **Janbhagidari**

**Non-teaching staff:** non-teaching staff are appointed by CG government. It includes Head Clerk/Accountant, Class III and Class IV Staff. They perform their duties under the supervision of the principal. Their major function is to ensure availability of requisite amenities in the College, paperwork for obtaining Government approvals, Bank transactions and running errands for the College work.

**Appointment and Service rules:** There are two types of appointments in the college. First is the government recruitment and the other is by the Local Janbhagidari (JBS) Committee. Regular teaching and non-teaching employees are appointed and governed by the CG government's rules and regulation. The JBS employees are appointed for a fixed time-period. Their payments are decided by the Local Janbhagidari committee. Their service rule framed by concern committee as per decision taken by JBS under guidelines of DHE, Govt. of CG

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

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

**Response:** C. 2 of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

The College has effective welfare measures for teaching and nonteaching staff both.

The government of CG has implemented various welfares for regular employees. Some of them are listed below.

**Welfare measures for Teaching Staff:**

- Medical Empanelment with sophisticated super-speciality private hospitals and diagnostic centres for cost effective prognosis and treatment.
- Duty/ study leave is given to the faculty members for attending seminars, Conferences, Orientation Programmes and Refresher courses and other officials trip.
- TA/DA is given for the employees whenever they go out for official work.
- Various allowances like HRA, compensatory allowance and DA as per the Centre Govt. / State Govt. notifications are allowed.
- Medical leave – as per GOVT rules.
- Employee Provident Fund granted as per PF rules.
- Gratuity – applicable to every staff member after 5 years of permanent service.
- Full paid maternity leave – Maximum 730 days fully paid maternity leaves to all the female employees.
- Encashment of EL at the end of service – At the time of superannuation of an employee, he/she can encash his/her earned leaves (EL) as per the rules of the Higher Education Department.
- Salary timely credited to bank account - Every month end, the employees' bank accounts are credited with their respective salaries.
- Facility of part final encashment in case of marriage and in illness.
- funds for organizing Seminars, workshops and value-based programs.
- Family Benefit scheme.
- Proper disbursement of Government welfare schemes to the employees.
- Loan without interest from their GPF.
- College provides seed money for various academic projects.
- CCTV camera to ensure safety and security.

**Welfare measures for Non-Teaching Staff:**

- Medical Empanelment with sophisticated super-speciality private hospitals and diagnostic centres for cost effective prognosis and treatment.
- Festival advance.
- Medical leave – as per govt. rule.
- Employee Provident Fund granted as per PF rules.
- Gratuity – applicable to every staff member after 5 years of permanent service.
- Maximum Full paid maternity leave – 730 days fully paid maternity leaves to all the female employees.
- Encashment of EL at the end of service – At the time of superannuation of an employee, he/she can encash his/her earned leaves (EL) as per the rules of the Higher Education Department.
- Salary timely credited to bank account - Every month end, the employees' bank accounts are credited with their respective salaries.
- Medical leave encashment.
- Facility of part final encashment in case of marriage and in illness.
- Family Benefit scheme.
- Proper disbursement of Government welfare schemes to the employees.
- Loan without interest from their provident Fund.
- CCTV camera to ensure safety and security.
- Membership of Group Insurance.
- Help with facilitation of bank loans.
- Account training course.
- Uniform is provided to Peon and Security Guards.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

**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:** 2.73

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

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

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	<a href="#">View Document</a>

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

**Response:** 0

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

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

File Description	Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	<a href="#">View Document</a>

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

**Response:** 3.64

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

2020-21	2019-20	2018-19	2017-18	2016-17
4	0	0	0	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

#### Response:

The College follows a comprehensive Performance Appraisal System established for the appraisal of teaching and non-teaching staff members. Under this system, API/PBAS forms, confidential reports, and feedback from students are collected and analyzed by the College administration. The efficiency and impact of the Performance Appraisal System has affected an improvement in the quality and work output of the teaching and non-teaching staff members and thereby benefited the academic programmes running in the College.

Staff Self-Appraisal: Staff self-appraisal is carried out through a PBAS form, which is to be filled and submitted by each faculty member at the end of every academic year and after principal remarks it is sent to Commissioner HED Chhattisgarh through proper channels. Students' feedback on teacher's academic performance and quality in teaching process appraises and identifies the performance appraisal criterion of the teaching staff.

AQAR reports of IQAC, participation in orientation, Refresher and FDP programs, academic progress like Ph.D., NET / SET qualifications, carrying out the major and minor research projects, paper presentation, publication of articles in journals and books and participation in National and International seminar and conferences are some measures and features for performance appraisal of faculty members.

The College has various committees. All the faculty members are assigned a significant role in these committees. A staff member is also evaluated on these aspects such as execution of the responsibilities and leadership effectiveness in heading these committees.

College also provides an opportunity for the faculty member to discuss his/her performance with the Principal. During these interactions, the Staff member becomes aware of the Principal's expectations from him/her.

The faculty member also gets an opportunity to discuss his/her problem with the Principal and the necessary support expected from the Principal to overcome these problems.

Appraisal of the Non-Teaching Staff: The Principal evaluates the performance of non-teaching staff members and hold discussions with them about their performances based on their work output and quality.

Appraisal is absolutely based on the performance and is free of any other influence.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The institution conducts internal as well external financial audits on a regular basis.

Internal financial audit is done on yearly basis by the Internal Financial Committee composed of commerce faculty members, Office Staff and Principal.

The external financial audit is done as per the schedule of the Audit General and the Department of Higher Education, Chhattisgarh Government. The external auditors verify income and expenditures of every aspect. Receipts and payment vouchers of transaction are duly checked by the External Auditors after scrutinizing and preparing the income and expenditure statements. The latest external audit was done in the year of 2020.

The Accountant of the Office daily checks the Receipts and Payments and also records the Receipts & Payments in the Account Ledger.

Yearly audit enables the stakeholders to know the current status of financial position and accordingly future actions are planned and processed. Year on year funds generated have been properly utilized and the same has been duly certified by the competent authorities, wherein no major audit objections were raised.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:** 152.29

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

2020-21	2019-20	2018-19	2017-18	2016-17
53.90	24.09	20.51	16.71	37.08



File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

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

#### Response:

The college has a well-functioning mechanism for mobilization of funds and optimum utilization of resources. The principal has constituted various committees have the responsibility for assessing, planning, implementing and supervising the fundraising activities of the college. The committee evaluated the requirements of the departments and other forums for the allocation of funds. The various funds available in the college is as follows:

1. RUSA: For enhancing the quality of higher education, a new scheme RUSA “Rashtriya Uchcharat Shiksha Abhiyan) has been launched by Govt. of India. The funds under the RUSA scheme has been utilized for the development of infrastructure, renovation of old infrastructure, purchasing of chemicals, books, sport items, equipment, etc. in the College.
2. PD fund: It is collected from regular students and spent on the various activities run in the college.
3. Janbhagidari fund: It is collected from students and spent on the development of college.
4. Government fund: It is provided by the CG government and utilized for employee salaries, other maintenance work and purchasing of chemicals, books, sport items, equipment, etc. in the College. The college utilizes the fund available to maximum extent for the overall development of the college.

File Description	Document
Upload any additional information	<a href="#">View Document</a>

## 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:

IQAC of the College was established on 26th July 2014 and since that day, IQAC has been contributing towards an improvement in the quality quotient of all the College activities. Latest constitution of IQAC was made on 25th August 2020. Various practices institutionalized as a result of IQAC initiatives towards improving the institutional quality are provided below

1. Motivating faculty members to go for FDP, Induction/Orientation, Refresher program

2. Printing of Daily dairy for faculties to record teaching progress
3. Construction of new toilets for students and faculties
4. Organizing webinar, workshops and guest lectures in the college
5. Starting NCC in college
6. Purchasing of Science laboratory chemicals and glassware
7. Career counselling and gender sensitization programs
8. Organizing industrial trainings to students
9. Automation of Library
10. Establishment of research centre and guideship to faculty member
11. Installation of digital writing pads, webcam and sound system for conducting online classes
12. MoU with industrial institute and college
13. Establishment of Yoga and Music room
14. Establishment of student help desk
15. Renovation of college building
16. Extension of CCTV cameras in college campus
17. Establishment of child care day room and First Aid room
18. Conduction of Half yearly examination
19. Reopening of girls hostel
20. Providing stationary facility to ST, SC students
21. preparing the students for competitive exams
22. providing financial aid to needy students
23. Organizing special/commemorative days in the college
24. Upgradation/enhancement of teaching learning methodologies

File Description	Document
Upload any additional information	<a href="#">View Document</a>

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

**Response:**

The College through its established IQAC set-up regularly reviews its teaching-learning process, structures & methodologies of operations and learning outcomes time to time as per norms and records the incremental improvement in various activities by performing the feedback analysis of the stakeholders and taking actions based on the analysis of feedback.

Feedback Analysis: The Colleges' IQAC collect feedback from stakeholders namely students, parents, alumni and teachers at the end of session. All the feedback collected from stakeholders are thoroughly analysed by the IQAC members. The responses & suggestions of the stakeholders are integrated to the action plan of IQAC for the upcoming academic sessions.

In this academic session feedback from stakeholders is collected through google form. Analysis of Alumni and Teachers' Feedbacks Students are provided with printed feedback forms on various parameters. Analysis of student feedback is done which is based on Teaching and College like subject knowledge of teacher, teaching method, ICT based teaching, interactive & comprehensive Teaching, Conduct of Teachers, Syllabus Completion, Students' Academic Encouragement, Study Material Provision, Personality Development, Cleanliness / Drinking Water facility, assignment, lab facility etc. and the responses of the feedback are asked on the scale of Excellent, Good, average and below average. The analysis of Feedback from regular students of UG & PG classes is noted very seriously. Based on the responses of the stakeholders, the IQAC committee in consultation with the Principal tries to incorporate changes for improvement and betterment so that the follow up actions on enactment of recommendations given by the stakeholders are taken care of.

Several actions have been taken by the College Admin & IQAC to facilitate the students in their continuous process of learning and to facilitate the teachers in their persistent process of teaching and thereby improving the student centric amenities, teaching tools, educational quality and administrative efficiency of the College. A consolidated list of these actions undertaken during last year is given below.

Infrastructure augmentation of academic and physical facilities in College.

- Facilitating the availability of high-speed Wi-Fi facilities in the College campus to run online classes smoothly.
- Enhancement of seating capacity of the students in the class.
- Construction of new ICT seminar cum classrooms and installation of teaching-learning aids and tools like digital pad, web cam, mic, sound system etc. in the College in the College for effective teaching learning process.
- Establishment of a student help desk in the College.
- Enhancement of cultural and sports activities and events in the College to promote co-curricular activities.
- Initiation & commencement of a new academic program M.Sc. zoology as this program is not available in nearby place.
- Timely completion of syllabus curriculum and co-curricular activities in the College as per the academic calendar.
- Timely completion of internal assessments, unit tests and half yearly exams in the College.
- Implementation of KECs and ISRF for academic development.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

### 6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**

**3.Participation in NIRF****4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)****Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload details of Quality assurance initiatives of the institution	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

##### Response:

The college provides co-education to both genders in the same classroom. In this institution, there are consistently more girls admitted than boys. According to HED, Raipur admission guidelines, 30% reservations for girls are offered during admission for both UG and PG programmes. By ensuring that students of both genders get fair and impartial treatment, the college upholds gender equity and every student has an equal chance to participate. The institution is utmost concerned with the safety and security of all of its students. Female students are counseled by explaining the laws and regulations that apply to their safety and the Sexual Harassment Cell and the Discipline Cell address any issues that girls have. Additionally, the college occasionally organizes a girls safety awareness programme through a number of government agencies, including the police department, legal counsel and CDPO office. For ease to girls college offers Help-desk facility for all of the necessary information and some stationeries, printout, xerox in order to resolve their issues. Additionally, suggestion and complaint boxes have been placed across the college campus, and they are controlled and opened by the Grievance Redressal Cell. The college has implemented a number of measures towards gender equality in our curriculum and extracurricular activities. The anti-sexual harassment, anti-ragging committee is highly active at the college. After a programme on Beti- Bachao Beti Padhao was held in the college in August 2016, the college decided to support the goals of this national initiative. The college has started the following initiatives in our institution to promote gender equality and protect women:

1. **College uniform-** For all regular students college uniform is compulsory which provides uniformity amongst students. We can easily spot students in any place where security is provided, especially for female students on campus and off campus.
2. **Day care child room:** The college has a unique facility as Day care child room for needy female staff and students for nursing and resting their child.
3. **Separate girl's hostel:** The college has currently 100 bedded full fledged girls hostel students. Area is under CCTV surveillance and warden and female staff are available at the hostel.
4. **Internal compliance facility:** The College has an internal compliance facility system. Student may complain about any issue of discrimination directly to the principal/in-charge or write about at the link given at college website highlighted as "Student's Grievance Cell".
5. **Separate Girls common room:** The College has three girls common-room with attached toilet for any needful requirement.
6. **Safety and security measures:** On 15.12.2021, Team Rakshak of the Police department provides safety to girls through proper alertness, training and an emergency number launched by SP Surajpur.
7. **Gender sensitization webinar and counseling:** webinar on 'Gender Sensitization: Issues and

Challenges' on 31.07.2021 was organized by "Women harassment and gender sensitization cell". Cell has also given Counseling to girls on 30.12.2021.

**8. Distribution of sanitary pads and medicines:** The College has a facility for sanitary pads at low cost and free first aid medicines.

**9. Implimentation of VISHAKHA Guidelines:**The college is alert to implimentation of the VISHAKHA Guidelines.

File Description	Document
Link for annual gender sensitization action plan	<a href="#">View Document</a>
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>

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

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

**Response:** B. 3 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

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

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

**Response:**

The college facilitates several methods for the management of degradable and non-degradable waste. “Green and Clean Campus” is the motto of our institution. Entire campus is free from any type of pollution.

1. **Solid waste management** - College campus and girls hostel has different dustbins (green and blue) which are identified and set up for disposal of wet and biodegradable wastes (Green dust bin) and for disposal of plastic wrappers and non-biodegradable wastes (Blue dust bin). All the wastage is collected by municipality service on a daily basis from girls hostel and the college campus for recycle and manure conversion on SLRM (Solid & Liquid Resource Management) center ward no.-4, Surajpur. College peons, NSS volunteers and students keep the campus clean and green. The college has a write-up committee who approves the sale of college solid scrapes like waste papers, furniture, e-wastes etc. to recyclers for waste management.

2. **Liquid waste management** - Liquid waste from the toilets, drinking water and labs is let out as effluent into a proper drainage facility and to avoid stagnation. The chemical waste (solid & liquid) produced from the chemistry lab is collected in a separate non-reactive plastic container and also due to low consumption of chemical wastes from Botany and Zoology lab, the chemical waste is dropped into chemistry lab’s non-reactive plastic container which is further collected by municipality service on a daily basis for their management in SLRM (Solid & Liquid Resource Management) centre ward no.-4, Surajpur. Wash basin waste water from Chemistry lab is drained out through the pipe line which is connected to the soak pit and from Botany and Zoology lab, wash basin waste water is drained out to the soil to reuse water because it is not harmful.

3. **Biomedical waste management:** - Being majority of girls in college, the biomedical waste generated on a daily basis is used as sanitary pads. The used sanitary pads and also first aid waste materials are collected in a dustbin and disposed off by Municipality service on a daily basis as per solid waste management.

4. **E-waste management** – The college write-up committee approves the sale of college e-waste to recyclers. In this way e-waste management is carried out.

5. **Waste recycling system** – There is no system of waste recycling in the college. However, there is a rain water harvesting system and soak pits in the college. Recycling of wastes is carried out by municipality service on their site.

6. **Hazardous chemicals and radioactive waste management-** In our institution there is no hazardous chemical and radioactive wastes. So, there is no Hazardous chemicals and radioactive waste management system in the college.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

**7.1.4 Water conservation facilities available in the Institution:**

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

**Response:** B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.5 Green campus initiatives include:**

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

**Response:** A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>

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

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

**Response:** A. Any 4 or all of the above



File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 7.1.7 The Institution has disabled-friendly, barrier free environment

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

**Response:** B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

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

**Response:**

The college has always been at the forefront of sensitizing students to the cultural, regional, linguistic, communal and socio-economic diversities of the state and the nation. This college is situated in the tribal area of Chhattisgarh. The tagline of state is “Chhattisgarhiya, Sable Badhiya” which shows tolerance and harmony of the state. Tribals are known for their community life. Majority of our students belong to tribal areas. Therefore there is a natural atmosphere of harmony and tolerance in the institution. Although our students come from different socio and economic blocks, there is no difference of language and region. Sadari, Kuduk, Chhattisgarhi and Hindi are locally spoken languages. Most of the Local students in college speak Chhattisgarhi, Sadri and Hindi which represent linguistic inclusiveness. Institution has a code of conduct for students, teaching staff and non-teaching staff in which tolerance and harmony towards all

concerned is essential. The college celebrates the cultural and regional festivals during Youth festival, Annual function, National sadbhavana day, Humanrights day, National unity day, Ek Bharat Shreshtha Bharat program, Voters day, Constitution day, Science day, World environment day, AIDS awareness day etc. with the performance of folk-song, folk-dance, debates, easy writing, rangoli, mehandi etc. to teach tolerance and harmony to the students. Due to COVID situation many programs and functions are not performed in the college as per direction of HED, Raipur. In various functions and events our honorable Principal inspires us for tolerance and harmony. Institution is committed to the policy of nondiscrimination. For this purpose there are committees for ST, SC and OBC students. These committees play an important role for the welfare of these communities. Every faculty member in the classroom always talks on ethical values and inspires our students. The college students, teachers and staff jointly celebrate the cultural and regional festivals, teacher's day, welcome and farewell program, Induction program, rally, plantation, youth day, NSS day and other important days etc. and many activities together. The co-operation between teacher and students is such that in a student's family festival like marriage and birthday program, cultural and ritual activity, they invite staff members of the college also. Teachers and staff also go and participate in these programs. The college NSS unit works with nearby local villages like Pondi (2016-2017), Runiyadih (2017-2018), Tilsiva (2019-2020 & 2020-2021) to promote cultural, regional, linguistic, communal socioeconomic and other diversities awareness.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

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

##### **Response:**

The college makes sure that sovereignty, socialism and secularism mentioned in the constitution of India are firmly adhered to so that the students and staff are not deprived of social justice, equality and fraternity in the college. The college never discriminates among its students and staff on the basis of gender, religion, caste, creed, colour and ethnicity and hence provides equal opportunities to everyone to experience the liberty of thought, expression, belief, faith and worship in order to assure the dignity, unity and integrity of the college. Majority of our students belong to the depressed socio-economic class of the society. The sole objective of the institution is to transform our students into responsible citizens committed to nation and society. Various activities are held in the college to sensitize on human values, rights, duties and responsibilities of a good citizen. The college administration always tries to sensitize students and employees to the constitutional obligations to become good citizens. The college celebrates Independence Day, Republic Day, Gandhi Jayanti, Netaji Jayanti, Surgical strike day, Constitution Day to highlight the importance of freedom and the glory of the Indian freedom struggle. They aim at highlighting the constitutional spirit of liberty, equality, justice and fraternity. The aim of the program is to be aware about constitutional obligation- Values, Rights, Duties and responsibilities of the citizens. On this occasion lectures of the Principal and staff members are organized. On constitution day in a program, the Principal

stated that our constitution provides all citizens the values of human dignity, equality, Social justice, Human rights and freedom, Rule of law, equity and respect and superiority of constitution in the national life. The oath of saving constitutional values is taken. The lecture on abiding by fundamental rights and fundamental duties are stated. On Independence Day and Republic Day, the National flag of India is saluted and national songs are sung by students and staff. The tribute was paid to CDS Sahid Vipin Rawat (First martyr) and Sahid Veer Narayan Singh (freedom fighter of Chhattisgarh) by the college on 11 December 2021. To enhance our democracy the voter awareness program i.e., SVEEP is organized by the college with rallies, oaths, competition etc. to motivate students to vote. The NSS unit of the college celebrates National voter's day on 25 January every year. College celebrates "Yuva diwas" on the birth anniversary of Swami Vivekananda. and organizes various programs offline and online due to COVID situation and propagates with the ideas and philosophy of Swami Vivekananda. Also students celebrate Teacher's Day on 5th September (Birth anniversary of Dr. Radha Krishnan ji). In the first year of UG syllabus, there is a compulsory paper on environment and human rights as Environmental studies paper in which human rights and ethical values are taught. National Movement and constitution of India are taught in UG and PG syllabus of Sociology and Political science subject. Video films are displayed from time to time on different occasions like Surgical strike day etc to enhance constitutional obligations.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>

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

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

**Response:** A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

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

The college celebrates various national and international commemorative days, events and festivals to inculcate the spirit and essence of day among the learners for moral and ethical development of students and staff. It is the sole motto of the institution to transform the students into responsible citizens of tomorrow committed to nation and society. The College makes tremendous efforts in celebrating national and international days, events, and festivals throughout the year. Independence Day (15 August) is celebrated to mark the independence of India. On this day, our students participate in various formal events including flag-hoisting and speech which is organized to commemorate the day of freedom culminating in the distribution of sweets. Republic Day is celebrated on January 26 to commemorate the adoption of the constitution every year. These days complete staff get involved in the plantation and cleanliness mission along with NSS volunteers. Gandhi Jayanti and Anti-Drug Day is celebrated on 2nd October to commemorate the birth anniversary of the Father of the nation. To mark assassination of Gandhi Ji on 30 January (Martyrs day), two-minute silence in memory of Indian martyrs is observed throughout the institution. Students celebrate Teachers' Day every year on 5th September dedicated to Dr. Sarvepalli Radhakrishnan. On this day Students express their gratitude and appreciation for their teachers in the form of speeches and the cultural programme. On October 13, birthday of Sardar Vallabhbhai Patel, we celebrate onward as national integration day. Every year 21 June is celebrated as International Yoga Day, which commences at 7 am with a collective yoga session with the involvement of entire staff, NSS volunteers and students till 9 am. The Constitution Day is organized every year on 26th November where the principal is able to get the preamble of the constitution to be read by the officers and staff as well as students. Every year on 10th December, Human Rights Day is celebrated in the college in which staff and students take part actively. Swami Vivekanand Jayanti on 12 January is celebrated every year as Yuva Diwas. On 25th January on the occasion of national voter's day students are prompted for fearless and complete voting through oath, ceremonies, rallies, rangoli preparation, essay writing, slogan writing on awareness towards voting. Students of the College celebrate Constitution Day every year on 26th Nov. to commemorate the adoption of the Constitution. World Population Day is also celebrated in our college which seeks to focus attention on the urgency and importance of population issues. World Environment Day, 5th June, is celebrated each year to raise awareness regarding environmental protection and conservation. The College organized different activities and programs to celebrate the following national and international days Martyr's Day (23 March), International Youth Day (12 January), Environment Day (05 June), National Science Day (28 February), World AIDS Day (01 December), Harmony Day (20 August), Unity Day (31 October), World Book Day (23 April), World Hindi Divas (10 January) every year involving principal, staff, students and NSS volunteers.

File Description	Document
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

### **BEST PRACTICE- I**

**Title of the Practice:**

Distribution of old practical copy hard covers to B.Sc. and M.Sc. students.

**Objective of the Practice:**

The main objectives of this practice are as under:

1. To reduce the financial load on students.
2. To conserve the environment by reuse of the item.
3. To reduce environmental pollution.
4. To develop awareness and capability of students for 3R (Reuse, Recycle and Reduce).
5. The distribution of old hard covers also nulls the storage area in the department.

**Context:**

Most of the students of college are from rural background having low income and paying capacity. The students are unable to purchase books and stationeries themselves due to poverty and limited source of family income. College provides some stationary items to the ST-SC students like pencil, copy, sharpener and scale from ST-SC stationary fund provided by the Government of Chhattisgarh. All the students belonging to ST, SC and OBC categories receive the scholarship from the Government of Chhattisgarh. The faculties of science countered this situation by thinking to help students by providing old hard covers practical copy to B.Sc. (Biology), M.Sc. Botany and M.Sc. Zoology students. Thereafter, the faculties of Botany and Zoology departments collectively provide previous years old practical copy hard covers submitted by private students to all current year students. The above practice plays a key role towards environmental conservation by the concept of 3R (Reuse, Recycle and Reduce) as well as this practice also provides financial assistance to the students of the college.

**The Practice:**

All students receive two covers (one each for botany and zoology) from the concerned departments which

are resubmitted again during his/her botany and zoology practical exam in each academic session. After that student receives his/her previous years old practical covers again from the concerned departments after declaration of university results. The collected previous years old practical covers are again reused in the subsequent next year practical examination. In this way a student reuses previous years collected covers in each academic session of University practical exams (3 times) and saves his/her money approximately two hundred rupees in B.Sc. course. The cost of each practical cover in the market book shop is ranging from Rs. 20 to Rs. 30. Each M.Sc. Botany and M.Sc. Zoology student saves at least five hundred rupees in his/her course by getting cover files and assignment folders from the respective departments. The cost of each practical herbarium file cover in the market book shop is ranging from Rs. 40-50 whereas, the cost for the assignment folder is ranging from Rs. 05-10. The college provides approximately 600 cover files to concerned students. The above practice not only saves the environment but money as well. The practice is of great significance to null the storage area in the concerned department thereby providing ample space for accommodating several laboratory equipment and instruments.

### **Evidence of Success:**

All the students of the concerned departments become very delighted to receive the practical cover files and assignment folders free of cost again and again from the departments. The students not only receive the file covers but are also trained to reuse and the importance of recycling the products. The above practice inculcates a temperament of environmental safety and space management among the students.

### **Problems Encountered and Resources Required:**

For this purpose, the departments don't require funds. Only important aspect is to modulate the mindset of the teachers and students for 3-R (Reuse, Recycle and Reduce) for sustainability along with the conservation of environment and also space management.

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

## **BEST PRACTICE-**

### **II**

#### **Title of the Practice:**

To serve social wellness through blood donation

#### **Objectives of the Practice:**

The main objectives of this practice are as under:

1. To promote blood donation awareness among students and college staff.

2. To promote blood donation by college students and staff in emergency so as to save the life of needy persons.
3. To motivate the students to serve for society welfare and value of life.

### **Context:**

As per the census 2011, the population density of district Surajpur is 283 persons/sq.km. The literacy rate is 60.95% and the sex ratio corresponds to 980 females per 1000 males. The area is predominated with anemic females as per the survey. The college campus is situated in semi-urban area and the students of the college belong to a rural background. The college has National Service Scheme (NSS) and Red Ribbon Club units for social welfare. The Surajpur district headquarter has a district hospital with a blood bank unit. Most of the patients come to the hospital from adjoining villages having BPL card for their medical treatment. Due to low literacy level in villages, there is almost least awareness for blood donation. The economic background of the inhabitants is very low so they are unable to get proper treatment from private hospitals. 'Rakt Dan Maha Dan (Blood Donation is the Greatest donation)' is the quotation and motto of the college to serve the persons in need. The college Red Ribbon Club works with CGSACS and NACO for HIV awareness and blood donation.

### **The Practice:**

During the admission of newly registered students, all the departments gather information of the student's blood group in the admission register which helps for scrutiny of student's blood group at the time of emergency blood need to hospitalized patients. There is no discrimination about caste, sex, religion and society for blood donation by the college unit. The blood donation is carried out through the Red Ribbon Club of the college. Whenever any person in need of blood consults any staff of the college staff for emergency blood requirement, the particular staff consults immediately to the co-coordinator of the Red Ribbon Club unit of the college, who informs the concerned student for blood donation immediately as per the requirement. The concerned student goes to the blood bank of district hospital and other hospitals immediately for blood donation. The District Government Hospital, Surajpur has a collaborative arrangement with our college for need based blood donation. In other words, whenever the said hospital needs blood for needy patients, our students donate blood and save precious human life. In this way college administration promotes blood donation awareness among the students and saves many lives.

### **Evidence of Success:**

Students become very delighted to help an unknown person during an emergency situation. They are also motivated for such activities by awarding appreciation certificate by the hospital administration. The college faculty members, other students and family members of the blood receiver appreciate and accord humble gratitude to the student and college staff for their collective efforts to save an unknown person. The students are emotionally attached to the people whom they rendered help during emergency needs. The above prospects inculcate a positive temperament among the students to enhance their vision about the value of life and the importance of blood donation which saves the lives of several needy peoples.

### **Problems Encountered and Resources Required:**

For this purpose, the college doesn't require any funds. The need of the hour is to modulate the mindset of

the college students and staff for blood donation to save the life of known and unknown needy ones and their value of life.

File Description	Document
Link for Best practices in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 7.3 Institutional Distinctiveness

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

##### Response:

The college is situated in a semi-urban area with a green campus. Most of the admitted students are from village and tribal background. The main aim of the college is to make the students ideal and knowledgeable citizen through value added and quality education. The college has a large campus with 26.112 acres of land. This co-ed college is the leading college of Surajpur district. The college runs six UG, seven PG, one PG Diploma and one Diploma courses. Chemistry, Botany, Hindi, Sociology, Political science, Economics and Commerce departments are recognized as Research Centre of the university. The college creates necessary infrastructure systematically and continuously with the needs of future vision as per the requirements. The college has an adequate number of classrooms, staff rooms, girl's common rooms, separate girls, boys and staff toilets, drinking water, conference hall, smart class rooms, library, reading room. The college has special facilities like Day care child room, Student help desk, First-Aid, Divyangjan suitable pathways, toilets, wheelchair, crutch and sanitary pad distribution for girls in the campus. To cater to excellent academic needs for the budding scholars and researchers, the college gives priority in providing better infrastructural facilities with well-equipped laboratories, departmental library, departmental reading room facilities. The college has various laboratories for UG and PG students in different subjects like 01 Physics, 02 Chemistry, 01 Botany, 01 Zoology and 01 Computer science laboratories. For the all-round development of the students, the college has indoor and outdoor sports facilities, sports ground, indoor and outdoor gym and large stadium. There are nine permanent faculty members and five among them are Ph.D. degree holders. The college follows the rules and regulations of Higher Education Department (HED), Government of Chhattisgarh, Raipur and affiliating university i.e. Sant Gahira Guru Vishwavidyalaya, Ambikapur (C.G). The principal is supreme head of the college for administrative and academic activities. For quality education, college teaching members prepare academic calendars as per the HED, Raipur guideline and the respective teaching faculty prepare daily dairy reports for academic progress. The academic session is conducted as per the rules and regulations of HED, Raipur and Affiliating university. To achieve the overall development of students the college also organize co-curricular activities along with academic activities. Teachers give his/her maximum effort to solve all queries of the students and also provide their personal notes, books and sometimes pay admission fees of needy students to help them enrich their resources. The College library and Post Graduate departmental libraries provide reference books and journals to students and teachers. The college library is partially automated which uses an integrated library Management System Known as Koha library Software. Offline



UGC-CARE listed journals, E-journals, e-books, Inflibnet, e-PGPathSala and 300 Mbps IsolNet broadband internet connection are available for the students and staff. Many of the students belong to the labour class family and farmer's family as well. That's why the motto of the college is to provide quality education by mobilizing the available resources so that the students are able to get employment. Students also avail the facilities like ICT tools, Career guidance and Placement cell, Women Harassment cell, Anti-ragging cell, National service scheme (NSS), extra classes for slow learners and several skill Development programmes. The college maintains a good academic atmosphere in teaching, learning and education. Students get directly connected with society through NSS and Red Cross Society units of our college which tries its level best to accomplish better personality development, character building of the student so that the student becomes a responsible citizen and better human resource. Every year in each national event the college family makes plantation programme in the College to make our Campus Green and Environment friendly. College NSS units conduct SVEEP activities for the awareness of the voters and Swachh Bharat Abhiyan to make the campus eco-friendly and hygienic. For developing gender equality in the college, the Gender sensitization, Women harassment cell, IQAC cell and Legal Aid cell organizes several activities like counselling of both genders, webinars, Rangoli, Mehndi competitions etc. in which both boys and girls participate with enthusiasm. These efforts made by our institution help students to join them with entrepreneurship/business activities and help us to eradicate the inequality among men and women. To promote the students towards research, scientific skills, learning ability and boost self-confidence on work, the college PG departments focus on trainings, exposure and excursion of students to nearby research laboratories like Water Treatment Plant, SECL, Bishrampur, Soil Testing Centre, Ambikapur, CIPET, Korba, Mushroom Production Centre, Tilsiwan, District and Block Hospitals, Fisheries, Sericulture centers, Surajpur (C.G) and visit villages for study of livelihood project research under Social outreach and skill development. Other than these, all faculties motivate their students to attain national and international seminars, workshops, conferences and short-term training.

**Thrust-** The college focus itself to give overall facilities to the stakeholders and staffs by developing infrastructure and academic environment continuously. The college has been continuously sending proposals for starting new courses and increasing the number of teaching and non-teaching staff. Arrangements of separate additional teaching for slow learner students is done and provisions of tutorial classes for them is also done. Some medicinal plants and trees will be planted for healthy environment and adequate water arrangements for nurturing of new plants is to be done. Sport is the integral part of educational curricula. The goal of Education is character formation and sports activities makes the child physically and mentally sound. Sports activities help the students to develop health related fitness, physical competence in movement activities and positive attitudes towards physical activity so that they can adopt healthy & physically active lifestyles.

File Description	Document
Link for appropriate web in the Institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

---

### Additional Information :

- Government Rewati Raman Mishra college Surajpur is the lead college of the Surajpur district and well-furnished, secured campus and having homely girls' hostel with a capacity of 100 students.
- The college NSS volunteers had participated in the State and national level.
- The college is selected as center for various state government like VYAPM.

### Concluding Remarks :

Government Rewati Raman Mishra P.G. College Surajpur is situated in semi-urban area. The college is under Higher Education Department, Raipur and is affiliated to Sant Gahira Guru Vishwavidyalaya, Ambikapur. The college adopts the academic calendar of the HED, Raipur. The college receives funds from Government, PD, RUSA and Janbhagidari. The college campus has a garden surrounded by a boundary wall. The college provides co-education with consistently more girls admission. The college buildings and girls hostel is equipped with CCTV cameras and fire extinguishers. The college principal is the supreme head. The vision of college is empowerment of common rural students through quality education and the mission is to develop responsible citizens. The college offers a child day care room, help-desk, suggestion and complaint box. The college has well functioned IQAC to enhance the quality of college activities. The college adapts student centric methods of teaching-learning and co-curricular activities. College has a sufficient number of classrooms, laboratories, ICT rooms, LAN & Wi-Fi connectivity. All science departments of the college have constituted Knowledge Enrichment Circle for advanced learners. All faculty members use ICT tools and online teaching platforms. The 07 UG programs have annual and 07 PG programs have CBCS pattern. The annual and semester examination answer copies are evaluated by the university. The college has created an ecosystem for research, innovations and extension initiatives. All PG departments are recognized as research centers. The college has well-equipped laboratories, a library with KOHA software and about 1200 books for academic and research. The college conducts internal and external financial audits. The college has one MoU and one institutional collaboration. The college has several units and different committees. The college has a total 37 rooms consisting of offices, classrooms and laboratories etc. All PG departments have a departmental library. The college uses online subscription of journals and books. The college has a stadium, gymnasium, yoga center and games (indoor & outdoor). The college organizes annual cultural activities. The college has registered an Alumni Association. The institution has NSS, Blue Brigade, Red Ribbon Club, EK Bharat-Shrestha Bharat unit. The college also performs best practices regularly.